



COMDTNOTE 1000

MAY 3, 2001

CANCELLED: MAY 2, 2002

COMMANDANT NOTICE 1000

Subj: CH-34 TO PERSONNEL MANUAL, COMDTINST M1000.6A

1. **PURPOSE:** This Notice publishes a change to the Personnel Manual. This Notice is for the use of all active and reserve Coast Guard members.
2. **ACTION:** Area and district commanders, commanders of maintenance and logistics commands, commanding officers of headquarters units, assistant commandants for directorates, Chief Counsel, and chiefs of special staff offices at Headquarters shall ensure compliance with the provisions of this Notice. No paper distribution will be made of this Notice. Official distribution will be via the Coast Guard Directives System CD. An electronic version will also be made available via the Commandant (G-W) website.
3. **DIRECTIVES AFFECTED.** Enlisted High Year Tenure (HYT), COMDTINST 1040.10 was previously incorporated into the Personnel Manual and is cancelled.
4. **SUMMARY:** Enclosure (1) summarizes the substantial changes throughout the manual provided as enclosure (2). Any pages inadvertently omitted from the "Remove" column in previous changes should be discarded as obsolete.
5. **PROCEDURES:** Remove and insert the following pages:

Remove

1.D. Pages 5-6
1.G. Pages i-ii
1.G. Pages 1-17
4.A. Pages 5-9
4.A. Page 9a
4.B. Pages 9-10
5.B. Pages 15-16
5.C. Pages 15-18
5.C. Pages 29-32
5.D. Pages 1-2
7.A. Pages 19-22

Insert

1.D. Pages 5-6
1.G. Pages i-ii
1.G. Pages 1-15
4.A. Pages 5-9
4.A. Page 9a
4.B. Pages 9-10
5.B. Pages 15-16
5.C. Pages 15-18
5.C. Pages 29-32
5.D. Pages 1-2
7.A. Pages 19-22

DISTRIBUTION - SDL 139

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C	5	2	3	4	2	2	2	2	2		3*	2	1	4*			1	1		1	1	1	1	1	1	1
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NON-STANDARD DISTRIBUTION: See action paragraph.

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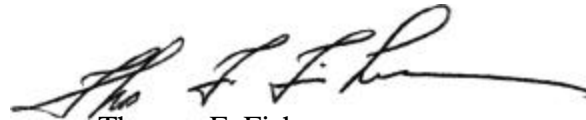
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8.F. Pages 35-36
8.J. Pages 3-4
8.K. Pages 1-3
10.B. Pages 15-18
10.B. Pages 29-30
12.A. Pages 5-6
12.B. Pages 11-24
12.C. Pages 1-4
12.G. Pages 1-2
16.C. Pages 3-4
16.E. Pages 1-2
16.J. Pages 1-4
16.L. Pages 1-2

Insert

8.F. Pages 35-36
8.J. Pages 3-4
8.K. Pages 1-2
10.B. Pages 15-18
10.B. Pages 29-30
12.A. Pages 5-6
12.B. Pages 11-24
12.C. Pages 1-4
12.G. Pages 1-2
16.C. Pages 3-4
16.E. Pages 1-2
16.J. Pages 1-4
16.L. Pages 1-2

6. FORMS AVAILABILITY: CG Forms listed throughout this change are available in “Jetform” on standard Workstation III.



Thomas F. Fisher
Acting Director of
Personnel Management

Encl: (1) Summary of changes
(2) Change 34 to Personnel Manual, COMDTINST M1000.6A

CH 34 TO PERSONNEL MANUAL, COMDTINST M1000.6A

SUMMARY OF CHANGES

Chapter 1	
Article 1.D.2.a.11.	Suspense date for sea duty waiver requests for appointment to warrant grades is amended per ALCOAST 078/01.
Article 1.G.2.a.	Policy on enlisted personnel is amended to include new policy on indefinite reenlistments. All articles following 1.G.6. renumbered.
Article 1.G.6.	
Article 1.G.15.b.	Term “alien” is replaced with, “non-U.S. citizen.”

Chapter 4	
Article 4.A.3.b.	Updated to reflect that CGPC now issues orders via CGHRMS.
Article 4.A.5.a.	Officer tour length charts updated.
Article 4.A.5.b.	CONUS semi-isolated stations which require overseas screening added to the tour length chart and policy on extensions is amended to allow members in hard to fill billets to extend by up to one full tour length.
Article 4.B.4.a.	Assignment priority 3 assigned to MSD American Samoa. Per ALCOAST 095/01, members who voluntarily extend in an afloat billet will have their assignment priority moved up by one priority.

Chapter 5	
Article 5.B.10.g.	Removes restriction preventing Reserve CWOs from applying for appointment as temporary officers.
Article 5.C.7.b.	References to E-3 requirement for MRNPO removed. References to Seaman and Fireman courses are removed.
Article 5.C.15.a.	Members transferred from sea duty before completing the required sea duty for advancement due to needs of the Service may receive a waiver.
Article 5.C.16.	Policy on Sea Duty Points for Servicewide Examination Competition added.
Article 5.D.1.c.13.	

Chapter 7	
Article 7.A.10.a.4.	Policy added to allow retiring and involuntarily separating members to take administrative absences to search for employment and a house.
Article 7.A.10.b.11.	

Chapter 8	
Article 8.F.10.b.	Article on correctional custody jurisdiction corrected.
Article 8.J.2.c.2.	Reworded to remove phrase, “undue harassment,” from policies governing traditional ceremonies and hazing.
Article 8.K.2.	

Chapter 10	
Article 10.B.5.	Removes requirement for special evaluations solely for advancement to pay grades E-1 through E-6.
Article 10B.10.b.3.a.	Corrects who may extend time period for EPEF appeal review.

Chapter 12	
Article 12.A.5.c.	Incorporates ALCOAST 94/99. Due to shortages of qualified officers in certain communities, approved separation dates may be delayed.
Article 12.B.4.c.3.d.	Enlisted personnel eligible for reenlistment but intending to separate, shall indicate their intentions on an Electronic ADC.
Article 12.B.4.d.	Provides guidance on PDR entries for members indicating indecision or a desire not to reenlist.
Article 12.B.6.a.	Clarifies when separating members shall complete a physical examination.
Article 12.B.7.d.	Policy added on voluntary separation procedures for members on indefinite enlistments.
Article 12.B.7.e.	Policy added on scheduling voluntary separations.
Article 12.B.8.c.	Recoupment of bonuses upon separation does include Career Status Bonuses.
Article 12.C.1.c.	Adds policy on effective date for retirement travel entitlements.
Article 12.C.1.e.1.e.	All retirement related documentation processing shall be complete prior to departing retirement processing point.
Article 12.C.1.f.	Administrative absences in connection with retirement are increased to 20 days max INCONUS or 30 days max OCONUS.
Article 12.C.3.	Clarifies policy regarding disqualifying physical or mental impairments uncovered in pre-retirement physicals.
Article 12.G.4.1.	Policy regarding high year tenure professional growth points in the case of members reduced in rate is clarified.

Chapter 16	
Article 16.C.2.c.	Clarifies policy on who may seek election or appointment to civil office.
Article 16.E.1.b.	Per ALCOAST 078/01, policy regarding civilian employment is amended to remove prohibitions involving inherently dangerous fields.
Article 16.J.1.a.1	Allows Deputy Directors to approve foreign travel for personnel assigned to their Directorate.
Article 16.J.1.a.3.	Clarifies that retired personnel are not required to obtain permission to travel overseas.
Article 16.J.4.a.4.	Deleted
Article 16.L.2.a.	Requirements for requests for foreign employment expanded.

Commanding officers shall submit a message to Commander, (CGPC-opm-1) to remove from the warrant officer appointment eligibility lists (Preboard or Final) any person who has received a court-martial or civil conviction, nonjudicial punishment, or unsatisfactory mark in conduct at any time prior to being appointed to warrant grade.

10. See ☞ Article 1.D.10. for information about members who previously declined appointment to warrant grade or voluntarily elected to be removed from an eligibility list.
11. Applicants for the boatswain, weapons, or naval engineering specialties must have completed at least one year of sea duty as defined by ☞ Article 5.C.15. in pay grade E-6 or above by the 1 January deadline. Members serving in the MST rating who are otherwise qualified for the boatswain specialty, including normal color perception, are not required to complete the sea duty requirement. Surfmen (SJ, SK or SM) who have completed 12 months as a certified surfman in a designated surfman billet, E-6 or above, are considered to have permanently met the sea duty requirement for appointment to warrant. This requirement will not be waived except for members who are presently serving at sea or who are under orders to sea duty and will meet the sea duty requirement by 30 June following the Board's convening date. Commanding officers have authority to grant waivers in these cases. Waivers beyond this authority must be approved by Commander, (CGPC-opm-1). Sea Duty waiver requests must be submitted via the chain of command to arrive at Commander (CGPC-opm-1) **prior to the 1 January deadline**. In computing sea duty time, 30 days equal one full month. After totaling all creditable sea duty periods, a remainder of fewer than 30 days shall be dropped.
12. In addition to the above eligibility requirements, each applicant for appointment to either the AVI, BOSN, ELC, INF, MED, or WEPS warrant specialty must possess normal color perception.
13. Commanding Officer's Recommendation. The final eligibility step in the warrant officer appointment process is obtaining the commanding officer's recommendation. After meeting all of the eligibility requirements, members must submit a request to their commanding officer to obtain a recommendation for appointment to warrant grade. Members should follow their commanding officer's policy for requesting this recommendation, scheduling an interview with the commanding officer, providing documentation attesting to the completion of the minimum eligibility requirements, addressing the suitability issues specified in ☞ Article 1.D.3.b.2., etc. Members must submit this request in time to obtain the commanding officer's recommendation by the 1 January deadline date; see ☞ Article 1.D.3.

1.D.3 Recommendation Procedures

1.D.3.a. Content of Recommendation

The commanding officer's well-considered, affirmative recommendation is the most important eligibility requirement in the warrant officer appointment process. Regardless of how much time in service or time in grade a member may have or the existence of other personal considerations, he or she must earn the commanding officer's recommendation. Commanding Officers (COs) shall base recommendations for appointment to warrant grade first on the person's qualities of leadership, personal integrity, and potential to perform successfully as a warrant officer. COs must never permit technical competence and ability to perform in a warrant specialty to overshadow the member's potential to perform successfully as a warrant officer. Appointment as a warrant officer is not another step in the enlisted promotion process and shall not reward enlisted members for faithful or extended service or completion of minimum service requirements. Meeting the minimum standards for advancement as an enlisted member should not be enough to earn members the commanding officer's recommendation to apply for appointment to warrant grade. A CO shall not recommend a member whose personal conduct and associations constitute reasonable grounds for rejection on the basis of loyalty.

1.D.3.b. Considerations Prior to Recommendation

In view of ☞ Article 1.D.3.a., COs may recommend members for appointment to warrant grade if they meet all ☞ Article 1.D.2. minimum eligibility requirements. In addition to these minimum eligibility requirements, COs shall consider these factors before recommending a member for appointment to warrant grade:

1. COs shall recommend personnel for appointment to warrant grade only if they are fully qualified to hold warrant grade. By making this recommendation the commanding officer affirms the member recommended can perform the duties of the specialty as defined in ☞ Article 1.D.13. Commanding officer's shall thoroughly evaluate members seeking their recommendation for appointment to warrant grade to ensure they possess the qualities of character and leadership required of warrant officers. Perfunctory personnel administration in this area may allow poor performers and military offenders to be appointed, which reflects poorly on the command and the Service.
2. The recommendation process used by the commanding officer assists the Service in affirming the candidate's mental, moral, physical and professional qualifications for appointment to commissioned status. Commanding Officers shall review the applicant's unit personnel data record prior to making the recommendation. In addition to affirming that the member recommended meets all minimum eligibility requirements as well as the particular requirements for the chief warrant officer specialty defined in ☞ Article 1.D.13., the following suitability issues shall be carefully evaluated prior to making a recommendation to allow the member to compete:

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1.G. Regular and Reserve Enlisted Personnel

1.G.1. Definition of Reenlistment

1.G.1.a. Active Duty

The enlistment of any person who has previously served in the Regular Coast Guard shall be considered a reenlistment. The enlistment of Coast Guard Reserve personnel who are serving on extended active duty and who have served on extended active duty of 12 months or more shall be considered a reenlistment.

1.G.1.b. Reserve


The enlistment of any person into the Coast Guard Reserve who has not previously served in the Coast Guard Reserves shall be considered an original enlistment, even though he or she may have previous service in the Regular Coast Guard. This includes those members who are discharged from the Regular Coast Guard and enlist within 24 hours in the Coast Guard Reserve. The enlistment of any person who has previously served in the Coast Guard Reserve shall be considered a reenlistment.

1.G.2. Periods of Enlistment and Reenlistment

1.G.2.a. Regular Reenlistment

1. Personnel who have less than 10 years of active service will be allowed to reenlist for periods of three, four, five, or six years.
2. **Personnel who have 10 or more years of active service shall be reenlisted for an indefinite period of time. Indefinite reenlistments are for an indefinite period up to a member's 30-year active duty anniversary date.**
3. **Members serving on reenlistments or extensions that take them beyond their 10th year anniversary date are required to complete that period of service prior to entering into an indefinite reenlistment.**

1.G.2.b. Discharge from Regular Coast Guard

The immediate enlistment in the Coast Guard Reserve of a person who is being discharged from the Regular Coast Guard shall be for two, three, four, five, six, or eight years at the option of the individual concerned. If enlisted more than 24 hours after discharge, the provisions of the  Recruiting Manual, COMDTINST M1100.2 (series), apply.

1.G.2.c. Reserve Reenlistment

The reenlistment of a Coast Guard reservist within 24 hours following the day of discharge, at the unit or district to which last assigned, shall be for periods of two, three, four, five, six, or eight years at the option of the individual concerned.

1.G.3. Rate Authorization on Enlistment and Reenlistment



1.G.3.a. Regular Reenlistment on Day Following Discharge

For regular reenlistment on the day following discharge at the unit to which last regularly assigned shall be reenlisted in the rate held on the date of discharge.


1.G.3.b. Regular Reenlistment Not on Day after Discharge

For regular reenlistments not occurring on the day following discharge at the unit to which last regularly assigned shall be reenlisted in accordance with current directives applying to recruiting officers. Authority to reenlist in other rates or ratings must be obtained from the Commandant.

1.G.3.c. Enlistment in the Reserve

Enlistment in the Coast Guard Reserve within 24 hours after discharge from the Regular Coast Guard, at the same unit, will be in the same rate previously held in the Regular Coast Guard, providing the member meets eligibility requirements of  **Article 1.G.7.** Enlistments in the Coast Guard Reserve later than 24 hours after discharge must be processed at a Coast Guard recruiting office in accordance with current directives. The rate then authorized will depend on the respective district commander (a)'s recommendations as outlined in the  Recruiting Manual, COMDTINST M1100.2 (series).

1.G.3.D. Reenlistment in Reserve


Coast Guard reservists reenlisting within 24 hours at the same unit or district from which discharged reenlist in the rate held on the date of discharge. Coast Guard reservists reenlisting after 24 hours following discharge must be processed at a Coast Guard recruiting office in accordance with current directives. The rate then authorized depends on the recommendations of the respective district commander (a), as outlined in the  Recruiting Manual, COMDTINST M1100.2 (series).

1.G.4. Physical Examination for enlistment and reenlistment

1.G.4.a. Regular Reenlistment within 24 Hours

For a regular reenlistment within 24 hours after discharge, a physical examination is not required prior to reenlistment.


1.G.4.b. Regular Reenlistment after 24 Hours

For regular reenlistments not occurring within 24 hours after discharge, a physical examination is required in accordance with the  Recruiting Manual, COMDTINST M1100.2 (series), and personnel must be processed through a Coast Guard recruiting office.

1.G.4.c. Enlistment in the Reserve within 24 Hours AFTER Discharge



A person enlisting in the Coast Guard Reserve within 24 hours after discharge from the Regular Coast Guard or a Coast Guard reservist reenlisting within 24 hours, at the same unit from which either is discharged, is not required to take a physical examination provided the person was found to be physically qualified by a complete physical examination no more than one year prior to discharge, and provided the applicant's medical history during the 12 months has been satisfactory.

1.G.4.d. Enlistment in the Reserve Beyond 24 Hours Following Discharge

A person who does NOT enlist in the Coast Guard Reserve within 24 hours after discharge from the Regular Coast Guard or a Coast Guard reservist who does NOT reenlist within 24 hours at the same unit from which either is discharged, must be physically examined in accordance with the  **Coast Guard** Recruiting Manual, COMDTINST M1100.2 (series), and be processed through a Coast Guard recruiting office.

1.G.5. Eligibility for Regular Reenlistment

To be eligible for regular reenlistment, a person must meet these requirements:

1. Meet the minimum applicable average shown for the period after 30 June 1983.
 - a. A member evaluated using only one form (nonrated, petty officer, or chief petty officer) during the enlistment must have a minimum dimension average equal to or above three for the given factor.
 - b. A member evaluated using more than one form during enlistment. Personnel who were evaluated on more than one form during his or her enlistment (nonrated, petty officer, or chief petty officer) must have a minimum characteristic average of three in each factor over the period of the enlistment. Refer to  Article 12.B.48.b. for direction in determining the final characteristic average. If a member meets the prescribed final minimum average for reenlistment in only one of the two marking systems, the commanding officer notifies Commander (CGPC-epm) by letter of the situation at the earliest possible date. The letter must include, at a minimum, the final averages of the individual's marks under both marking systems and a definite recommendation whether or not the member should be allowed to reenlist.
2. Be physically qualified in accordance with  Article 1.G.4.
3. Each member must receive from the officer effecting discharge a specific recommendation of whether or not he or she should be allowed to reenlist. In making such recommendation, the officer effecting discharge should consider the member's overall performance, potential for continued service, and conduct during the current enlistment. If a member has received an unsatisfactory conduct mark, court-martial conviction(s), or NJP punishment(s), the officer effecting discharge should also consider how the severity and nature of the offense(s) impact the member's overall record of service during the current enlistment.
4. Not be in receipt of retirement orders.





5. If an alien at the time of original enlistment, must be a naturalized citizen. This does not apply to a member who enlisted from the Republic of the Philippines. (☞ Article 12.B.47.)
6. Coast Guard Reserve personnel serving on extended active duty are required to submit a letter request for reenlistment to Commander (CGPC-epm) via chain of command. Commander (CGPC-epm) approval is required prior to reenlistment.
7. For personnel in pay grades E-1 and E-2, ☞ Article 12.B.4.
8. First term personnel are not eligible for reenlistment without authority from the Centralized First Term Reenlistment Review (CFTRR).
9. Members who are approaching their High Year Tenure (HYT) Professional Growth Points (PGP) may not reenlist so as to have a new expiration of enlistment beyond their established PGP. (☞ Article 12.G.3.).

1.G.6. Indefinite Reenlistments

1. **To be eligible for an indefinite reenlistment, a person must meet all of the requirements set forth in ☞ Article 1.G.2.**
2. **Active duty enlisted personnel with at least 10 years of active service shall be re-enlisted for an indefinite period upon reenlistment. Those members serving on reenlistments or extensions that take them beyond their 10th year anniversary date are required to complete that period of service prior to entering into an indefinite reenlistment. Members with less than 10 years of active service on the date of reenlistment are subject to the provisions of ☞ Article 1.G.2.**
 - a. **A member entering an indefinite reenlistment is authorized to serve up to their 30-year active duty anniversary date or the HYT PGP for their paygrade when the provisions of ☞ Article 12.G.3 are in effect.**
 - b. **A member serving an indefinite reenlistment may request voluntary separation in accordance with ☞ Article 12.B.7.d., provided they have met all service obligations incurred for advancement, permanent change of station orders, and advanced or specialized training. Members requesting separation must do so by letter, via the chain of command, to Commander (CGPC-epm) no less than 6 months prior to the requested separation date.**
 - c. **A member serving on an indefinite reenlistment may request voluntary retirement in accordance ☞ Article 12.C.11., regardless of the HYT PGP for their current paygrade.**

1.G.7. Eligibility Requirements for Reserve Enlistment or Reenlistment

To be eligible for enlistment or reenlistment in the Coast Guard Reserve, a person must meet the following requirements



1. Meet the minimum applicable average shown for the period after 30 June 1983.
 - a. Member evaluated using only one form (nonrated, petty officer, or chief petty officer) during the enlistment must have a minimum dimension average equal to or above three for the given factor.
 - b. Member evaluated using more than one form during enlistment. Personnel who were evaluated on more than one form during his or her enlistment (nonrated, petty officer, or chief petty officer) must have a minimum characteristic average of three in each factor over the period of the enlistment. Refer to  Article 12.B.48.b. for direction in determining the final characteristic average. If a member meets the prescribed final minimum average for reenlistment in only one of the two marking systems, the commanding officer notifies Commander (CGPC-rpm) by letter of the situation at the earliest possible date. The letter must include, at a minimum, the final averages of the individual's marks under both marking systems and a definite recommendation whether or not the member should be allowed to reenlist.
2. Be physically qualified in accordance with  Article 1.G.4.
3. Each member must receive from the officer effecting discharge a specific recommendation of whether or not he or she should be allowed to reenlist. In making such recommendation, the officer effecting discharge should consider the member's overall performance, potential for continued service, and conduct during the current enlistment. If a member has received an unsatisfactory conduct mark, court-martial conviction(s), or NJP punishment(s), the officer effecting discharge should also consider how the severity and nature of the offense(s) impact the member's overall record of service during the current enlistment.
4. Not be in receipt of retirement orders.
5. If an alien at the time of original enlistment, must be a naturalized citizen. This does not apply to a member who enlisted from the Republic of the Philippines. ( Article 12.B.47.)
6. Coast Guard Reserve personnel serving on extended active duty are required to submit a letter request for reenlistment to Commander (CGPC-epm) via chain of command. Commander (CGPC-epm) approval is required prior to reenlistment.
7. A person desiring to enlist or reenlist in the Coast Guard Reserve must not have over 13 years' total military service and not more than 10 years of active duty, unless enlisted or reenlisted within 24 hours at the same unit from which discharged. Such a person NOT enlisting or reenlisting within 24 hours may be considered for a waiver in accordance with the  Recruiting Manual, COMDTINST M1100.2 (series), and must be processed through a Coast Guard recruiting office.

8. A member being discharged from active duty who is eligible for reenlistment and has fulfilled his or her obligated military service under 10 USC 651, shall complete a CG-5525, Coast Guard Reserve Assignment and Orders, in the fourth month prior to separation. The CG-5525 must be forwarded via the chain of command at least 90 days prior to date of discharge to the district commander (a) of the district in which the member will reside after separation. If the member is immediately enlisting into the Coast Guard Reserve, the member's Integrated Support Command (ISC) will complete the assignment orders section of the CG-5525. The member will be assigned to a Selected Reserve Unit, if requested and if a billet is available. Otherwise, the member will be assigned to the Individual Ready Reserve (non-drilling, non-pay). The assignment orders (CG-5525) must be received by the member's PERSRU in sufficient time prior to the date of discharge to complete the appropriate enlistment or discharge documents.

1.G.8. Continuous Service

1.G.8.a. Regular Reenlistments

For regular reenlistments, a member must reenlist within three months from discharge date to remain in a continuous service status and to receive the benefits listed below:

1. Selective Reenlistment Bonus. To receive a selective reenlistment bonus (SRB), a member must reenlist within three months from date of discharge and meet the eligibility requirements contained in  Reenlistment Bonus Programs Administration, COMDTINST 7220.33 (series).
2. Time in Pay Grade in Present Rating (TIR) for Advancement. To receive credit for time previously served in the present grade, a member must reenlist within three months from date of discharge and meet the requirements contained in  Article 5.C.14.

1.G.8.b. Other Benefits

Other benefits that Congress may enact from time-to-time will be announced if implemented by the Coast Guard.

1.G.8.c. Reservists' Continuous Service Status

A Reservist must enlist or reenlist on the day following the effective date of his or her discharge to remain in a continuous service status.

1.G.9. Enlisted Personnel Serving as Officers

An enlisted person holding a temporary appointment as a commissioned officer shall not be discharged at the expiration of enlistment, which is postponed for the period he or she continues to hold the temporary appointment.

1.G.10. Authority to Effect Reenlistment

1.G.10.a. Personnel Authorized to Administer Oaths

These personnel are authorized to administer oaths for regular reenlistments subject to the provisions of  Coast Guard Regulations, COMDTINST M5000.3 (series):


1. Any commissioned officer of any component (including Reserve) of any of the Armed Forces of the United States, or
2. Any warrant officer or chief warrant officer, or
3. Any chief petty officer or first class petty officer who is an officer in charge of a recruiting office and is authorized by the Recruiting Command, or
4. The Master Chief Petty Officer of the Coast Guard or any Commandant-designated or MCPOCG-designated Command Master Chief (CMC), or
5. Permanently assigned officer in charge of a unit.

1.G.10.b. Within 24 Hours


A person reenlisting within 24 hours after discharge may be reenlisted at the unit to which last regularly assigned. All other reenlistments shall be effected at a regular recruiting office.

1.G.10.c. Effect Enlistment or Reenlistment in the Reserve

The authority to effect enlistment or reenlistment in the Coast Guard Reserve is as follows:

1. Providing a member is in all respects eligible in accordance with this chapter and has no obligation under 10 USC 651, the commanding officers of cutters and shore units are authorized to:
 - a. Voluntarily enlist members into the Coast Guard Reserve immediately following discharge (within 24 hours) from the Regular Coast Guard.
 - b. Reenlist Coast Guard reservists assigned to their command for full-time active duty.
2. A recruiting officer as defined by the  **Coast Guard** Recruiting Manual, COMDTINST M1100.2 (series) may also effect the enlistment or reenlistment. A recruiting officer must effect the enlistment of any member who does not immediately enlist following discharge (within 24 hours).

1.G.10.d. Reservist on Inactive Duty

A Coast Guard reservist on inactive duty desiring to reenlist within 24 hours of the effective date of discharge from his or her Reserve unit shall have the enlistment oath administered at that unit, as provided for in the  **Coast Guard** Recruiting Manual, COMDTINST M1100.2 (series). The necessary forms required shall be prepared and forwarded by the servicing PERSRU to the reservist in ample time to allow them to be executed within 24 hours after the expiration of enlistment.

1.G.10.e. Reenlistment Prior to Expiration of Enlistment

If a person has no obligation remaining under 10 USC 651 it may be more expedient to effect a reenlistment prior to the expiration of the member's enlistment. Authority is granted to discharge and reenlist a reservist not earlier than 90 days before the expiration of his or her enlistment, and not later than the day following the date of expiration of enlistment. Personnel so reenlisted will be classified "RQ."

1.G.10.f. Reenlisting Within Specified Time Frame

Any reservist desiring to reenlist who does not do so within the time frame ☞ Article 1.G.10.c. authorizes must be discharged on the normal date of expiration of enlistment or extension and thereafter apply for reenlistment at a Coast Guard recruiting office.

1.G.10.g. Reserve Enlisted Personnel on Completing 20 Years' Satisfactory Service

1. Commanding Officer, Human Resources Service and Information Center, will set the expiration of enlistment date for enlisted reservists completing 20 years satisfactory service and who have requested "retired without pay, awaiting age 60 (RET-2)."
2. The End of Enlistment date for Reservists completing 20 years of satisfactory service remaining in the Selected Reserve is the end date of their current enlistment contract. The End of Enlistment date shall be changed on re-enlisting or requesting transfer to RET-2 status.
3. Any Reservist who, upon completion of 20 years satisfactory service, fails to reenlist or request RET-2 status upon the expiration of enlistment, shall be automatically transferred to RET-2 status after notification procedures IAW current policy have been completed.

1.G.11. Authority to Refuse Reenlistment

For both regular and reserve personnel, the enlisting officer may refuse to reenlist a person when he/she has become cognizant of any valid objection to the person's reenlistment by reason of circumstances not known at the time of discharge, or which have arisen since discharge. In each such case a full report thereof will be made to the Commander, (CGPC-epm-1) or Commander, (CGPC-rpm-1) for final decision.

1.G.12. Forms to Send to Commander, Coast Guard Personnel Command

1.G.12.a. Reenlistment within 24 Hours

The following forms will be forwarded to Commander, (CGPC-adm-3) as soon as regular reenlistment within 24 hours after discharge at same unit from which discharge has been effected:

1. Enlistment/Reenlistment Document, DD Form 4
2. BAQ Dependency/Record of Emergency Data/SGLI Election, CG-4170A

1.G.12.b. Enlistment in the Coast Guard Reserve


When an individual enlists in the Coast Guard Reserve within 24 hours after his or her discharge from the Regular Coast Guard, at the same unit from which discharged:

1. Enlistment/Reenlist Document, DD-4
2. BAQ Dependency/Emergency Data/SGLI Election, CG-4170A.

1.G.12.c. Reservist's Reenlistment within 24 Hours after Discharge

Upon reenlistment within 24 hours after discharge of a reservist at the same district or unit from which discharged:


1. Enlistment/Reenlist Document, DD-4
2. Dependency/Emergency Data/SGLI Election, CG-4170A.

The completion and disposition of these forms is explained in detail in the  SDA User/Query Manual, PPCINST M5230.1.

1.G.12.d. Enlistments and Reenlistments after 24 Hours


All enlistments or reenlistments more than 24 hours after discharge, or within 24 hours at a unit other than the one from which discharged shall be effected at a recruiting office.

1.G.12.e. Enlistments and Reenlistments at a Unit Other Than the One From Which Discharged


Enlistments or Reenlistments effected within 24 hours at a unit other than the one from which discharged see article 1-G-8, the  **Coast Guard** Recruiting Manual, COMDTINST M1100.2 (series), and the SDA User/Query Manual, PPCINST M5230.1.

1.G.13. Service and Health Personnel Data Records (PDRs)

1.G.13.a. Personnel Data Records

If accomplished within 24 hours after discharge at the unit from which discharged, reenlistment is a continuation of the member's status. The working Personnel Data Record also is continued and will be maintained as prescribed in the  Military Personnel Data Records (PDR) System, COMDTINST M1080.10D.

1.G.13.b. Medical Personnel Data Records (MED PDR) (Health Record)

Health records will be opened and maintained in accordance with the  Medical Manual, COMDTINST M6000.1 (series) and the Military Personnel Data Records (PDR) System, COMDTINST M1080.10 (series).

1.G.14. Reenlistment Ceremony

Reenlistment is a major event in the career of an enlisted member, and shall be accorded appropriate meaningful ceremony to render full recognition of the high quality performance attested to by recommendation for reenlistment. The commanding officer or, in his or her absence, the executive officer should preside. The following procedures are considered appropriate:

1. The family, special guests, and shipmates, as desired by the person being honored, should be invited to the ceremony.
2. A particular officer to administer the oath may be requested by the member.
3. A photographic record of the ceremony should be made and presented to the member. Press releases should be made to the appropriate media.
4. After the ceremony, a brief social gathering with simple refreshments for the member(s) being honored and guests is recommended.
5. Transportation within the confines of the military installation should be provided for guests if required.
6. Personalize the occasion with other recognition, as appropriate.
7. Grant special liberty and/or reenlistment leave as soon as possible following the reenlistment.
8. The member's desires regarding the ceremony should be considered.

1.G.15. Periods of Extensions of Enlistment

1.G.15.a. Extension of Term of Enlistment

By voluntary written agreement subject to the commanding officer's approval, career personnel may extend or reextend their term of enlistment of as follows provided the extension does not extend beyond his or her High Year Tenure (HYT) Professional Growth Point (PGP). ☞ Article 12.G.3. Before allowing a member to enter into an agreement to extend a term of enlistment as provided herein, the member shall be fully advised of the effects that such an extension could have on computing or paying a Selective Reenlistment Bonus. ☞ Reenlistment Bonus Programs Administration, COMDTINST 7220.33 (series).

1. For any number of full years not less than two nor greater than six years, when requested by the member.
2. For any number of full years and/or full months up to six years to ensure sufficient obligated service for these purposes:
 - a. Attend a resident school.
 - b. Participate in the Coast Guard Tuition Assistance Program.
 - c. INCONUS and OUTCONUS assignments; ☞ Article 4.B.6.
 - d. Advance to E-7, E-8, or E-9; ☞ Articles 5.C.25.e. and 12.B.12.b.2.

- e. Meet an approved retirement date; ☞ Article 12.C.11.a.2.b.(4).
3. For any number of full months less than 1 year in order to complete a cruise on a vessel scheduled to be absent on the member's normal date of expiration of enlistment. ☞ Article 12.B.11.d.
4. For one year or other such period as Commander (CGPC-epm) may authorize in specific cases.

1.G.15.b. Non-U.S. Citizens

If a **non-U.S. citizen (alien)** at the time of original enlistment, a member must be a naturalized citizen to extend enlistment. Only the Commander, (CGPC) may authorize **non-U.S. citizens** to extend their enlistment. This does not apply to a member who enlisted from the Republic of the Philippines.

1.G.15.c. Total of Extensions

The total of all extensions of an enlistment may not exceed six years.

1.G.15.d. Eligibility to Extend

To be eligible to extend enlistment for any amount of time, personnel must meet the same minimum characteristic average required for reenlistment described in ☞ Articles 1.G.5. through 1.G.7. Article 12.B.48. contains instructions on determining average marks.

1. If a member meets the prescribed final minimum average for extending or reenlisting in only one of the two marking systems, the commanding officer notifies Commander, (CGPC-epm) or (CGPC-rpm) by letter of the situation at the earliest possible date. The letter must include at least the final averages for the member's marks under both marking systems and a definite recommendation whether he or she should be allowed to extend.
2. If a member does not meet the criteria in either marking system but the commanding officer feels a short extension is warranted, he or she may request such extension from Commander, (CGPC-epm) or (CGPC-rpm). Approval of such extensions will be on a case-by-case basis.

1.G.15.e. First Term Personnel

The term of enlistment for first term personnel may only be extended for the minimum period required to attend a resident or other schools, to participate in the Coast Guard Tuition Assistance Program, or for duty INCONUS or OUTCONUS. Commanding Officers are authorized to extend these members in order to meet only the minimum service required without referring to CFTRR or CGPC.

1.G.15.f. Reserves' Enlistment Term

A Coast Guard Reserve enlisted person serving on extended active duty may, by his or her voluntary written agreement be approved by his or her commanding officer, extend or reextend his or her enlistment term in accordance with ☞ Article 1.G.15.


1.G.15.g. War or National Emergency

When a war or national emergency declared by Congress begins, the Commandant involuntarily extends all Reserve enlistments in effect which otherwise would expire until six months after the war or national emergency ends, whichever is later.

1.G.15.h. Officer Candidate

The enlistment of a person designated as an officer candidate shall be involuntarily extended by such period as he or she may remain in such status beyond the normal expiration thereof.

1.G.15.i. Reservist Not on Extended Active Duty

The enlistment term of a Coast Guard Reserve enlisted member not serving on extended active duty may, with their voluntary written agreement approved by the district commander (a), be extended for a period of 60 days, six months, one, two, three, or four years, or longer if necessary to ensure a six-year Selected Reserve affiliation required by the Selected Reserve Educational Assistance Program (Montgomery G.I. Bill). Effect only one extension of 60 days or six months during any one enlistment. The total of all extensions to any single enlistment may not exceed four years, except for the sole purpose of meeting the affiliation requirement for the Montgomery G.I. Bill. Execute extensions before the enlistment expires. However, if during such an extension the reservist desires to reenlist, the district commander (a) may authorize discharge and immediate reenlistment for any term of years listed in  Article 1.G.2.

1.G.15.j. Extension of Enlistment for a Reservist

When a reservist not on active duty has indicated he or she intends reenlist but is not able to report for reenlistment on the day following the normal expiration date of his or her enlistment, the district commander (a) is authorized to extend his or her enlistment with his or her consent, for a period not to exceed 60 days, to permit reenlistment the day following discharge.

1.G.16. Extension to Attend School or for Assignment to Duty Outside the United States

1.G.16.a. Obligated Service

An enlisted person who does not have sufficient obligated service remaining in his or her enlistment period who applies for transfer to a Service school or duty outside the United States continental limits, including Alaska, shall signify in the application for training or duty OUTCONUS his or her willingness to execute the required extension. Do not execute the agreement until after the selection for such transfer has been made. In all such cases, the voluntary agreement to extend enlistment must be executed and accepted by the commanding officer before the transfer is effected.

1.G.16.b. First Term Personnel


The term of enlistment for first term personnel may only be extended for the minimum period required to attend a resident or other schools or for duty inside or outside CONUS. Commanding Officers are authorized to extend these members to meet only the minimum service required without referring to CFTRR or CGPC.

1.G.16.c. Application to Reservists

Provisions of this article shall apply to enlisted personnel in the Coast Guard Reserve on extended active duty applying for extension of enlistment.

1.G.17. Physical Examination for extensions of enlistments


1.G.17.a. Extension of Enlistment

A physical examination is not required prior to signing an extension of enlistment. However, the commanding officer or officer in charge shall, prior to the extension, review the member's Health record and require him or her to undergo a physical examination when evidence in the record or personal knowledge indicates a potential health problem. This article does not eliminate the physical examination requirements set forth in the  Medical Manual, COMDTINST M6000.1 (series).

1.G.17.b. Report of Medical Examination

When physical defects are found to exist, the Report of Medical Examination, SF-88, will be forwarded to Commander, (CGPC-epm) in duplicate, together with a letter of transmittal setting forth the facts in the case and including a copy of the closed out form CG-3306 dated 30 June 1983 showing average Proficiency, Leadership, and Conduct marks and a copy of the current Form CG-3306 showing factor marks for his or her current enlistment. The duplicate of SF-88 will be returned showing the Commander, (CGPC-epm) authority to accept or reject the agreement to extend.

1.G.17.c. Physical Examinations for Reservists

For reservists, the District commanders may waive physical examination upon extension of enlistment in accordance with the provisions of the  Coast Guard Reserve Policy Manual, COMDTINST M1001.28 (series).

1.G.18. Executing Agreement to Extend Enlistment

1.G.18.a. Legal and Binding

To be legal and binding, the member concerned must enter an agreement to extend his or her enlistment with his or her commanding officer on Agreement to Extend Enlistment, CG-3301B. Agreements on other than this form are informal and unofficial and the individual could repudiate or withdraw them at any time.

1.G.18.b. Agreement to Extend

An individual may not extend his or her enlistment more than three months (for regular active duty) or 30 days (for reservists) before the date the existing enlistment expires. For certain purposes, however, such as assignment to a Service school, duty outside CONUS, other duty requiring additional obligated service, or enabling a reservist to meet the 6-year selected Reserve affiliation requirement for the Montgomery G.I. Bill, an individual may extend his or her enlistment considerably in advance. An individual may not extend more than three months early for SRB bonus purposes only. (☞ Article 1.G.15.). Execute an Agreement to Extend, CG-3301B, described in the SDA User/Query Manual, PPCINST M5230.1. Do not use Form CG-3301B to record retentions in the Service made in accordance with ☞ Article 12.B.11, whether voluntary or involuntary. Record such retentions using the appropriate SDA II transaction in accordance with the ☞ SDA User/Query Manual, HRSICINST M5230.1.


1.G.19. Operative Extension Date


Unless canceled for one of the reasons in ☞ Article 1.G.20, an Agreement to Extend Enlistment becomes **operative** on the date next following the normal date the enlistment expires or the enlistment expiration date as voluntarily extended or as extended to make up time not served (☞ Article 12.B.11.), as appropriate.

1.G.20. Canceling an Extension Agreement

A properly executed Agreement to Extend Enlistment, CG-3301B, is a valid modification to an enlistment contract, and reflects a commitment by both the Government and the member.

1. An extension of enlistment may not be canceled after it begins to run, either for the convenience of the Government or the person concerned.
2. An appropriate authority may cancel an Agreement to Extend Enlistment at any time before the extension begins to run if any of these situations applies.
 - a. The commanding officer shall cancel an Agreement to Extend Enlistment in the following cases:
 - (1) The service member is absent over or without leave on the date the original enlistment term expires, unless the commanding officer believes the member absented him- or herself to cancel the agreement to extend.
 - (2) Before closing the Personnel Data Record on desertion, if it occurs before the date the extension begins to run.
 - (3) When the commanding officer receives orders to discharge the member before the date the extension begins to run.
 - (4) When an individual's performance of duty or conduct is unsatisfactory and the commanding officer believes the member is not suitable to retain in the Service. Enter the facts in full on Administrative Remarks, CG-3307.

- (5) An Agreement to Extend Enlistment for a first term member who is not selected by CFTRR for reenlistment or retraining may be canceled and the member separated at the normal expiration of enlistment. If Service needs dictate, the member must serve any remaining obligated service.
 - b. The commanding officer may cancel an Agreement to Extend Enlistment on the effective extension date when the individual concerned has reenlisted or extended on that date for any authorized enlistment term longer than the original extension agreement. Additionally, extensions may be canceled when a member agreed to extend to attend a resident school but is dropped from the course for academic reasons. However, do not cancel extensions to attend resident schools if the individual is dropped from the course due to misconduct, failure to apply him- or herself to the course of instruction, or voluntary withdrawal (except as noted in  Article 1.G.20.3.b.). Extensions of two years or less for a member to receive PCS orders, attend training, or obligate for advancement may be canceled before their operative date for immediate reenlistment or longer extension without any loss of Selective Reenlistment Bonus eligibility.
3. The commanding officer shall forward to Commander, (CGPC-epm) for decision, individual requests for cancellation of an Agreement to Extend Enlistment with a full report of the circumstances and their recommendation when:
- a. An individual requests cancellation because he or she failed to receive the full benefits for which the agreement to extend was executed through no fault of his or her own.
 - b. The member voluntarily withdraws from a resident school because of a documented personal hardship beyond his or her control.
 - c. In all cases of cancellation of an extension agreement, note the date and reason for cancellation on the original CG-3301B. Note and distribute in accordance with the SDA User/Query Manual, **HRSICINST M5230.1**. Retain a copy showing the cancellation in the Personnel Data Record.
4. The provisions of this article apply only to active duty Coast Guard members.
5. For reservists on inactive duty, district commanders are authorized to cancel agreements to extend enlistments:
- a. On the effective date of the extension when the individual concerned has reenlisted on that date for any authorized period of enlistment, but not less than the term of the extension agreement.
 - b. When he or she received orders from higher authority to discharge the reservist before the effective extension date.
6. In all cases of cancellation of an extension agreement for a reservist on inactive duty, note the date and reason for cancellation on the original form CG-3301B. Note and distribute in accordance with the SDA User/Query Manual, **HRSICINST M5230.1**. Retain a copy showing the cancellation in the Personnel Data Record.


<p> Commanding Officer, Institute Commanding Officer, Yard Commanding Officer, Aircraft Repair and Supply Center Commanding Officer, Electronics Engineering Center Commanding Officer, Supply Center Commanding Officer, Research and Development Center Commanding Officer, Air Station Washington Commanding Officer, Telecommunication & Information Systems Command Commanding Officer, Coast Guard Headquarters Commanding Officer, Aviation Technical Training Center Commanding Officer, Facilities Design and Construction Centers Commanding Officer, Navigation Center Commanding Officer, Human Resources Service and Information Center </p>	<p> of his or her rating, at the discretion of the board's convening authority, the member may be transferred to his or her home or place accepted for enlistment, but not beyond the CONUS, to await further disability retirement or separation orders. Since a member signs separation documents before departing on orders placing him or her in an "awaiting orders" status, his or her personnel records remain at the current reporting unit until the Commandant directs the member's final disposition.  Physical Disability Evaluation System, COMDTINST M1850.2 (series). </p>
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4.A.3. Transfer Orders



4.A.3.a. General

Transfer orders are not travel orders. They constitute the basic authority to issue travel orders.


4.A.3.b. Transfer Orders Issued by Coast Guard Personnel Command

1. Officers. Commander, (CGPC-opm-2) issues permanent change of station (PCS) transfer orders **through the Coast Guard Human Resources management System (CGHRMS)**. Travel orders are normally issued as set forth in  Article 4.G.20. Transfer orders directing temporary additional duty (TAD) may be issued in letter or message form.
2. Enlisted Personnel. Commander, (CGPC-epm-2) issues PCS transfer orders **through the Coast Guard Human Resources management System (CGHRMS)**.


4.A.3.c. Action on Receiving Transfer Orders

When a command receives orders to transfer enlisted members, the officer issuing travel orders complies with  [Article 4.B.2.](#) and immediately screens the member for reassignment eligibility according to  [Article 4.B.1.d.](#)

4.A.3.d. Signatures

Officers authorized in  Article 4.A.2. to transfer members and staff or subordinate officers designated in writing to sign transfer orders originating within the command sign transfer orders. Only ETO's issued by CGPC-epm-2 may carry a facsimile signature. Otherwise, facsimile signatures on travel or transfer orders are not authorized.

4.A.4. Using Abbreviations in Messages about Transferring Coast Guard Members

The  Personnel and Pay Procedures Manual, **HRSICINST M1000.2** (series) contains a list of approved abbreviated equivalents for certain phrases, sentences, or groups of sentences employed in transfer orders. Commands authorized to issue them should use these and any other abbreviations to the maximum extent possible provided the document retains clarity, an overriding consideration.

4.A.5. Tour Lengths

4.A.5.a. Officers

Tour lengths for officers are listed below. They represent assignment goals which Commander, (CGPC-opm) strives to attain in managing the officer corps. It is not realistic to expect every member will experience these tour lengths with each assignment since CGPC-opm has the authority to adjust individual tour lengths to meet Service needs. While CGPC-opm is responsible for balancing these needs with those of the member, the personnel system's dynamic nature sometimes precludes completing a tour of duty as described below. An individual officer's orders prescribe his or her tour length. CGPC-opm considers extending or reducing tour lengths for officers in billets individually, consistent with Service needs.

1. Afloat (CONUS AND OUTCONUS): Two or three years as follows.

	Two-year tours	Cutters, LEDETs, USN Exchange, SDQ Western Hemisphere Group, UNITAS, and CWO WPB CO
	Three-year tours	WLB CO; WTGB CO; WIX CO ; WMEC EO; WAGB AEO; and all other CWO's afloat.

2. Ashore (CONUS): Four years except:

a. Aviation Units:		
	Three-year tours	O-6 COs; CO AIRSTA Washington; precommand OPS, EO, and XO; and POPDIV Branch Chief.
	Two-year tours	O-5 COs and POPDIV duty.
b. Marine Safety Units (MSO, MIO, and MSD):		
	Three-year tours	CO and XO; Strike Team Duty, and MSDs.
	Two-year tours	CVS Training (O-1, O-2, and CWO).

c. Headquarters, Area, MLC, and District:

Three-year tours	CO, XO, and OPS; VTS duty; ICC; TACLET; ITD; Training Teams; Non-PHS O-1s and above at Groups; CG Academy Cadet Branch Chief and Company Officers; OCS Staff; CGPC Division Chiefs; CGPC-opm staff; CGPC-epm Branch Chief; Assignment Officers, and CAC Coordinators; O-2s, and OPBAT.
Two-year tours	CG Academy Assistant Superintendent
18-month tours	First tour OCS O-1s and O-2s in staff jobs to rotate to an operational unit, as desired, during the normal summer rotation period.

d. Headquarters, Area, MLC, and District staffs

Three-year tours	G-CPA staff; G-CC staff; Chief Trial Judge (G-L-4); and Chief, G-CBU-2, O-2s (unless on post graduate/advanced training payback when it will be a four-year tour).
Two-year tours	Area or district Chiefs of Staff, and Area or district Chiefs of Operations; MLC Deputy Commanders; Ethnic and Gender Policy Adviser, Executive Assistants to G-C, G-M, G-O, G-S, G-W; G-CC, G-CP, G-CQ, G-CX, G-CPA, G-CBU, G-MO, G-OP, G-OC, G-SL, G-SC, G-SE, G-H , and G-WR; Deputies to G-CCS, G-CI, G-A, G-H, G-WK, and G-WT.
18-month tours	First tour OCS O-1s and O-2s to rotate to an operational unit, as desired, during the normal summer rotation period.

e. Medical. Five-year tours: PHS CONUS clinical.

3. Duty outside a Coast Guard unit or staff (except as previously noted): Two years except:

5 years	Astronaut program.
4 years	CG Motion Picture and TV Liaison.
3 years	Navy Flight School instructor; CG Liaison Officer - White House Communications Agency; CG Liaison Officer - Office of Secretary of Transportation (M-30).
DUINS	As noted in transfer orders.

4. Involuntary extension of tour lengths. Assignment tour lengths may be involuntarily extended if dictated by the needs of the Service. This policy applies only to those members who are currently serving INCONUS ashore and are candidates for another INCONUS ashore assignment. Commander, (CGPC-opm) is the approval authority for officers.

5. Unless assigned to a corresponding CONUS billet as listed above, the following tour lengths (in years) apply:

OUTCONUS ASHORE TOUR LENGTHS FOR OFFICERS

LOCATION	WITH DEPENDENTS	WITHOUT DEPENDENTS (1)
Alaska (Anchorage and Juneau)	4	4
Kenai	3	3
Sitka and Kodiak (non-ALPAT)	3	2
Kodiak (HH65 ALPAT)	2	2
All other locations	3	3
Bahamas	3	3
Guam	2	2
Hawaii		
Oahu	4	4
All other locations	3	3
Puerto Rico	3	2
Virgin Islands	2	2
Singapore and Japan	3	2

Note 1: The term “Without Dependents” applies to single members only. Members choosing to accept overseas orders without moving their dependents will complete an accompanied tour length.

4.A.5.b. Enlisted Personnel

1. The tour lengths which follow are targets, or goals, which can be met only under ideal conditions. Because it is necessary to transfer many members in certain arduous duty billets; e.g., LORAN stations, sea duty, etc., at the one, two, or three year points, it is difficult to ensure the completion of tours for members serving in non-arduous duty, which are three and four year assignments. The average of all stated tours contained herein is over three years. Because of the dynamic nature of the personnel system, taking into account separations, retirements, officer accessions, organizational change, and other Service requirements, the completion of any tour of duty as described may be precluded.
2. Members on their original enlistment will normally not be transferred from their first permanent duty station regardless of tour length unless:
 - a. The member has been assigned to a ship for two years; advanced to E-5; a minimum of one year remaining on active duty (upon assigned arrival date); and the assignment is recommended by the commanding officer, or
 - b. The member's assignment is necessary to fill independent duty billets or other urgent Service needs.

3. Commander (CGPC-epm) may grant extensions of **up to one full tour length**, within the needs of the service, to rated enlisted members who request to extend their tour length after completing a normal tour at their current operating facility (OPFAC). Members must compete for tour extensions based on their assignment priority. Commander (CGPC-epm) may grant a second extension provided no other members request assignment to the same billet code number (BCN).
4. Involuntary extension of tour lengths. Assignment tour lengths may be involuntarily extended if dictated by the needs of the Service. This policy applies only to those members who are currently serving INCONUS ashore and are candidates for another INCONUS ashore assignment. Commander (CGPC-epm) is the approval authority for enlisted members.
5. A back-to-back tour is a full tour of duty at the same OPFAC. Commander (CGPC-epm) normally disapproves back-to-back tours of duty since they prevent other deserving members from competing for assignments. However, CGPC-epm may consider approving a back-to-back tour if an incumbent is the only member requesting a billet which traditionally has been difficult to fill.
6. Nonrated enlisted personnel. If at tour completion an individual appears to be within twelve months of striker designation or orders to "A" school, the tour length may be extended until the member is designated or departs to class "A" school. These extensions will minimize disruption to members and their families surrounding PCS moves.
7. Overseas Elective Tour Lengths. Members ordered to overseas commands may request a one year increase to the established overseas tour length (Contained in the tour lengths for enlisted personnel tables) as follows:
 - a. Prior to assignment overseas. During initial assignment negotiations, CGPC assignment officers will provide members the option of electing a 1-year increase in tour length prior to PCS.
 - b. After assignment overseas. Members who do not elect a 1-year increase in tour length prior to departing PCS overseas, may request it within the first 12 months after reporting to the overseas command by submitting an Assignment Data Card (ADC), with endorsement, to CGPC. For example, a member who reports on 1 October 1999 must submit an ADC requesting the increase no later than 1 October 2000.
 - c. Members who elect a 1-year increase prior to departing PCS or within the first 12 months after reporting will not be allowed to change that election, unless service needs dictate otherwise.
 - d. Members desiring to increase their tour length at the overseas command, who do not elect a 1-year increase prior to departing PCS or within the first 12 months after reporting, must compete in the normal assignment process for tour extensions.

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TOUR LENGTHS FOR ENLISTED PERSONNEL

CONUS ASHORE	WITH AND WITHOUT DEPENDENTS (NOTE 1)			
	E-1 thru E-4	E-5	E-6	E-7,E-8,E-9
Executive Petty Officer (XPO) CG Liaisons FTG & ATG Little Creek Mayport Pearl Harbor San Diego	3/3 (All grades E-1 through E-9)			
LORAN Stations	3/3	3/3	4/4	4/4
MEPS	3/3 (All grades E-4 through E-9)			
NSF & Strike Teams	3/3	3/3	4/4	4/4
Recruit Regimental Duty TACLET, LEDET, HITRON-10 & ITD TRATEAMS (PAC & LANT) Norwegian Crewed Boats	3/3 (All grades E-1 through E-9)			
FT, GM, & RD Ratings	3/3	3/3	4/4	4/4
FS Ratings	3/3	3/3	3/3	4/4
All Others	4/4 (All grades E-1 through E-9)			
CONUS SEMI-ISOLATED	WITH AND WITHOUT DEPENDENTS (NOTE 1)			
	E-1 thru E-4	E-5	E-6	E-7,E-8,E-9
ANT Morgan City ANT Cape Hatteras ANT Port Mansfield ANT & STA Port O'Connor	3/3 (All grades E-1 through E-9)			
ANT & STA Venice	3/3 (All grades E-1 through E-9)			
AUXOP STA Apena AUXOP STA Sodus Group Cape Hatteras	3/3 (All grades E-1 through E-9)			
Light Station Boston	2/2 (All grades E-1 through E-9)			
LORSTA Malone LORSTA Nantucket (Note 6) LORSTA Raymondville MSO Morgan City Station Bayfield (Note 6) Station Brant Point (Note 6) Station Grand Isle Station Hatteras Inlet Station Neah Bay (Note 6) Station Ocracoke Station Parramore Beach Station Portage (Note 6) Station Port Aransas Station Port Isabel Station Quillayute River (Note 6)	3/3 (All grades E-1 through E-9)			

4.B.4. Assignment Priority


4.B.4.a. Assignment Priorities Considered in Selecting Rated Personnel for Assignments

Assignment priorities are critical in the enlisted assignment process, particularly for arduous or hard-to-fill restricted, afloat and overseas duty assignments. Members who have completed full tours normally receive preference in their next assignment based on these priorities:

Assignment Priorities	
1	Members serving at overseas restricted units.
2	Members serving in overseas afloat units, onboard the Polar Class Icebreakers, and Loran Station Shoal Cove.
3	Members serving onboard INCONUS afloat units, LEDETs, HITRON-10, Flag Quarters Managers, Recruit Company Commanders, the International Training Division, Coast Guard Recruiters, and personnel assigned to Stations Neah Bay and Quillayute River and MSD American Samoa .
4	Members serving at overseas ashore units, National Strike Force, Fleet and Afloat Training Groups, Atlantic and Pacific Area Training Teams, UTB and MLB STANTEAMS, MLC Food Services Assistance and Training (FSAT) Team.
5	Members serving at INCONUS ashore units.

Members who extend voluntarily in an afloat billet will have their assignment priority upgraded to the next higher priority.

4.B.4.b. Reassigning Members due to Billet Deletion, Unit Decommissioning or Advancement

1. Billet Deletion or Unit Decommissioning. If Service needs dictate an AO must issue PCS orders within one year after a member's reporting date due to billet deletion or unit decommissioning, the affected member may retain the assignment priority of their previous unit. However, overall Service needs will determine whether such members will be allowed to compete in the next assignment season or be transferred sooner to fill critical service vacancies.
2. Advancements. When assigning a newly-advanced member, Assignment Officers will follow  Article 4.C.3.e. guidelines regardless of assignment priorities.

4.B.4.c. Losing Assignment Priority

Members who do not have a current ADC on file will lose their assignment preference.

4.B.4.d. Assignment Priorities for Nonrates, Strikers, and Class "A" School Graduates

The above assignment priorities do not apply to Strikers, Class "A" School graduates, or initial assignment of Nonrates. Service needs take precedence over all other factors in deciding these members' assignments and transfers

4.B.4.e. Assignment Priorities for Surfmen (SJ, SK or SM) at Designated Surf Stations

Members serving as surfmen at a designated surf station that must maintain certified surfmen will receive an assignment priority of '3' after they have successfully completed two consecutive tours at those stations. Members are considered to have successfully completed a surf tour only after having been certified on at least one surf-capable boat (30' SRB, 44' MLB, 47' MLB, or 52' MLB) for two or more years.

4.B.5. Sea and Shore Duty

4.B.5.a. Ratio of Sea to Shore Duty

The ratio of sea duty to shore duty billets in each rating largely determines the number of sea and isolated duty tours served compared to the number of shore duty tours served in a career. This ratio varies for each pay grade within each rating. Assignment officers will review previous assignment history and, consistent with Service needs, afford a fair share of sea duty and shore duty to each member.


4.B.5.b. Sea Duty for Advancement


Assignment Officers routinely will assign afloat members lacking the sea duty required to advance to the next pay grade as soon as Service needs permit.

4.B.6. Obligated Service for Assignment

4.B.6.a. INCONUS Reassignments

Unless otherwise indicated, these obligated service (OBLISERV) requirements apply when service members transfer PCS to INCONUS duty stations:

1. AOs normally will not transfer Service members E-4 and above, including active duty Reservists, with fewer than six years of active duty unless they reenlist or extend to have enough obligated service for a full tour on reporting to a new unit. When Commander, (CGPC-epm-2) directs a member with less than one year of OBLISERV remaining to transfer, i.e., the member has elected not to obligate additional service, the member signs a statement he or she understands reassignment may be directed on reenlistment or extension for OBLISERV. Commander, (CGPC-epm-2) shall be advised immediately when the member re-enlists or extends. This OBLISERV policy has no effect on assignment preference, which is set by completing a prescribed tour of duty.  Article 4.A.5. However, a member must comply with OBLISERV requirements before he or she will be permitted to execute his or her preferred assignment.
2. Personnel E-4 and above with over six years of active duty are considered to be in a career status. Unless otherwise indicated, they are required to have one year of OBLISERV remaining upon reporting to the new unit.

appointed to a higher warrant grade subsequent to their appointment to lieutenant, must serve two years time in grade as required by  Article 12.C.9.

5.B.10.e. Retirement

Upon completion of 30 years service, officers appointed under this program shall be retired mandatorily under this program, pursuant to 10 U.S.C. 1305, in the highest grade satisfactorily held as outlined in 14 U.S.C. 334. Refer to the provisions of 10 U.S.C. 1371. Lieutenants who twice fail selection for lieutenant commander will be retired or reverted to their chief warrant officer grade, if they so request.

5.B.10.f. Original Appointment of Temporary Officers (14 U.S.C. 214)

At such times as the needs of the Service dictate, the Commandant shall convene an appointment board to recommend eligible warrant officers for appointment to temporary lieutenant. The Schedule of Officer Personnel Boards and Panels, COMDTINST 1401.5 (series), will publish the convening date of the board. The occupational fields and specialties needed for that fiscal year will be announced by message.

5.B.10.g. Eligibility

Applications will be considered from chief warrant officers, W-3, W-4, or W-2 who will be considered by the W-3 selection board in the same promotion year. However, appointments of chief warrant officers W-2 to lieutenant, shall be offered only to those whose name appears on a promotion list to W-3. All applicants must have completed at least 13 years but not more than 26 years of active duty for retirement, computed to 30 June following the board. In addition to this active duty service requirement, applicants must possess normal color perception, which is required for all commissioned officers, O-1 and above. In addition, applicants for the MMS (Deck) and MMS (Engineering) specialties must hold qualification (hull inspector and/or machinery inspector) for the specific occupational field(s) requested. Qualification letters must be appended to the application/resume.

5.B.10.h. Application

Applications may be made for only the occupational field which is related to the warrant officer specialty listed in paragraph 4 below. If the applicant is serving in a warrant specialty which is related to more than one of the occupational fields offered, the officer may request consideration for more than one; however, the officer must specify the order of preference (i.e, first and second choice)..


- a. Form and Content. Candidates shall submit their application to Commander (CGPC-opm-1) via their immediate command. No enclosures to the application are permitted with the exception of hull or machinery qualification letters. The application/resume shall be submitted in Basic Coast Guard letter format (limited to a maximum of 2 pages, single-sided, single-spaced, 12 point text with 1 inch margins) and in the following sequence:

COAST GUARD PERSONNEL MANUAL CHAPTER 5.B.


- a. Paragraph 1. The occupational field, or fields (specify preference) for which the candidate is applying.
 - b. Paragraph 2. The historical summary of units assigned as a CWO with the primary and collateral duties assumed for each (listed in chronological order with the most recent first).
 - c. Paragraph 3. A summary of major professional accomplishments including medals, awards, and academic achievements.
 - d. Paragraph 4. A statement addressing the candidate's reasons for desiring appointment to the grade of lieutenant.
2. Endorsement. The commanding officer's endorsement shall address the applicant's potential to perform successfully in the grade of temporary lieutenant and shall include a computation of the applicant's total service computed to 01 January following the board.
 3. Each application shall include a completed, self-addressed document receipt card (CG-9733) or acknowledgement/referral card (CG-4217), and must be received by Commander (CGPC-opm-1) no later than the date specified in the general message announcing the occupational fields and specialties needed for that fiscal year. The receipt card will serve as the officer's only notification that the application was received and processed. Applications for occupational fields or specialties not solicited in the general message will be returned without action.
 4. Chief warrant officers who meet the eligibility requirements of this article may apply to the occupational field or fields that are related to their specialty as indicated below:

Occupational Field	Related WO Specialty
Surface Operations	BOSN
Weapons	WEPS
Merchant Marine Safety (Deck)	BOSN / MAT / WEPS / ENG
Merchant Marine Safety (Engineering)	ENG / BOSN / MAT / WEPS
Naval Engineering	ENG
Communications	COMMS
Electronics	ELC
Personnel Administration	PERS
Finance and Supply	F&S
Medical Administration	MED
Photojournalist	INF
Aviation Engineering	AVI
Physician's Assistant	PYA

5.B.10.i. Waivers

Except as noted in  Article 5.B.10a.(3), waivers of eligibility requirements will not be granted under any circumstances and none shall be requested.

5.C.6.d. Broken Service


When  Article 5.C.14.b.(4) applies for members with broken service, only evaluations assigned during the current period of service shall be utilized.

5.C.6.e. Advanced Training

Since advanced training students are not normally evaluated, EPEFs received immediately prior to entering the advanced training program shall be used. The following time periods apply for the May Servicewide Examination:

E-7	Two years immediately before the date the member reported to the advanced training program
E-8	Two years immediately before the date the member reported to the advanced training program.
E-9	Two years immediately before the date the member reported to the advanced training program in pay grade E-8.

5.C.7 Performance Qualifications and Military Requirements**5.C.7.a. Performance Based Qualifications (PBQs)**

1. Description. PBQs are professional job performance requirements members must demonstrate to advance or change rating. The  Enlisted Qualifications Manual, COMDTINST M1414.8 (series) sets forth these requirements, in detail. For each qualification members must demonstrate ability under actual or simulated conditions. This may be done over a considerable period of time.
2. Completion of Performance Qualifications. Except as noted below, each candidate is responsible for completing all PBQs for the next higher pay grade or change in rating. Commands must ensure that unit members desiring to take the SWE have completed all PBQs by 01 February preceding the May SWE or 01 August preceding the November SWE **for personnel participating in the active duty SWEs, and by 30 June preceding the October RSWE for personnel participating in the Reserve SWE**. This is best accomplished when units verify receipt of PDEs. As each PBQ is completed, the person observing the demonstration shall place the name of the unit, the date, and his or her initials after the appropriate item on the PBQ form, CG-3303C. The command may, at any time require a member to demonstrate again ability to perform any performance qualification performed previously. Completion of a Class "A" or "C" course does not satisfy the requirements for completion of performance qualifications. However, these requirements may be completed and recorded at the school command. At units where completion of all the PBQs cannot be accomplished after making every reasonable effort, the commanding officer may waive the requirement. However, a waiver does not relieve the member of demonstrating ability in that particular qualification at a later date, when the means to perform the qualification are available.

3. Personnel Authorized to Sign PBQs. A commissioned, warrant or senior petty officer normally evaluates the member's ability on each performance qualification. Members must receive authorization from their immediate supervisors to have someone outside their normal chain-of-command sign off performance qualifications. Performance qualifications are noncompetitive and no score is assigned.
4. Maintaining Individual Performance Qualification Records. PBQ form CG-3303C must be kept current and will be retained as a permanent part of the Unit Personnel Data Record during tours of active duty. This form shall normally be in the custody of the executive officer or division officer. At units where Personnel Data Records are not maintained, the commanding officer or officer in charge shall retain custody. Members are to be given a copy when all PBQs are completed for their records.

5.C.7.b. Military Requirements

1. All personnel must complete the Military Requirements Course listed below before advancing to pay grades E-4 through E-7 as follows:

FOR ADVANCEMENT TO	REQUIRED MRN COURSE
E-4	MRNPO
E-5	MRNSPO
E-7	CPO

2. For those nonrated personnel attending a Class "A" school, the military requirements for pay grade E-4 will be met through successful completion of the military requirements (MRNPO) test administered by the training command. For those Class "A" school students who successfully complete this test, the following Administrative Remarks, CG-3307, entry will be made in the Personnel Data Record:

[Date]: Passed test on knowledge factors of military requirements required for advancement to E-4.

3. For those Class "A" school students who do not successfully pass this test, the following, Administrative Remarks, CG-3307, Personnel Data Record entry shall be made:

[Date]: Failed to pass test on knowledge factors of military requirements required for advancement to E-4.

4. Class "A" school students who have completed the rating portion of the course of instruction, but have not completed the MRNPO test may not be advanced until the MRNPO requirements are satisfied. To satisfy these requirements once graduated, they must complete the MRNPO course before advancement to E-4. The Institute will provide procedures for administering the MRNPO test and appropriate study materials to Class "A" School training commands.

5.C.8 Correspondence Courses

5.C.8.a. General

Correspondence courses are formal courses based on the qualifications for each rating as outlined in the Enlisted Qualifications Manual, COMDTINST M1414.8 (series). They are for the purpose of increasing the proficiency of assigned enlisted personnel in preparing for advancement or change in rating. A person may at any time commence study and complete a correspondence course for a higher rate. The Coast Guard Correspondence Course Manual, published by the Coast Guard Institute lists the Coast Guard correspondence courses relating to the advancement qualifications.

5.C.8.b. Mandatory Correspondence Courses

Successful completion of the appropriate Coast Guard Institute correspondence course is a mandatory prerequisite to be eligible for advancement in or change in rating. Coast Guard correspondence courses may not always be available for all rates and ratings since courses are continually being revised. When the Commanding Officer, Coast Guard Institute, cannot fill a correspondence course order within four weeks from the date of receipt of the application, the applicant's commanding officer will be so advised. Upon determination by Commander, (CGPC-epm) ((**CGPC-rpm**) **for Reserve SWE**) that a correspondence course was not available in time for completion prior to the SWE deadline, it will be listed as a waived requirement on the pertinent **ALCGENL for active duty SWEs or ALCGPERSCOM for Reserve SWEs**.

5.C.8.c. Revision of Correspondence Courses

There is no requirement for a candidate to retake a correspondence course when a revised course is issued. However, when a course is reissued with a new course code, each member who is currently enrolled will receive a postcard notification by mail from the Institute. Completion of the new course is required for SWE eligibility. This information is also printed in the Coast Guard Institute's booklet "THE CORRESPONDER." Unit Educational Services Officer's (ESO) must ensure that this information is passed to all hands.

5.C.8.d. Date of Completion of Correspondence Course

Successful completion of a correspondence course is accomplished on the date the member was administered the end-of-course test (EOCT). It is not the date the EOCT is received at the Institute, the date scored or the date returned to the unit. EOCTs must be administered by 01 August preceding the November SWE and by 01 February preceding the May SWE.


5.C.8.e. Waiver of Completion of a Correspondence Course or Class "A" Course

Satisfactory completion of a Class "A" course of instruction at a Service school, or the equivalent, is considered as satisfying the requirement for completion of a correspondence course for pay grade E-4 (petty officer, third class) and for pay grade E-3 when that rate level has not yet been attained. Graduates of Coast Guard and Navy basic petty officers courses are assigned designators. Therefore, personnel who have a course-assigned designator are considered to have met the mandatory correspondence course requirement for the applicable rate. This in no way satisfies the need for completion of the military requirements courses which are prerequisites for advancement. ☞ Article 5.C.7.b.

1. Completion of a correspondence course is not required for advancement to senior chief petty officer or master chief petty officer.
2. A commanding officer, citing this article as authority, may grant a waiver of completion of the required correspondence course to a candidate who:
 - a. Is eligible in all other respects for participation in accordance with ☞ Article 5.C.4, and,
 - b. Within 24 months prior to the deadline for completion of advancement requirements, has been unable to pass the end-of-course test after at least three attempts, and
 - c. Is an E-4 with not less than eight years of active duty and not less than five years of time in grade; or, is an E-5 with not less than 15 years of active duty and not less than five years of time in grade. Computations of time in service and time in grade for this purpose will be in accordance with ☞ Article 5.C.14.

5.C.8.f. Personnel Data Record Entries

A record of correspondence course completions is maintained by the Coast Guard Institute. Service school completions are recorded in PMIS/JUMPS and are reflected in the Personnel Data Information File (PDIF).

reduction in rate for the purpose of enlisting or reenlisting in the Regular Coast Guard shall meet all the requirements of  Article 5.C.4 and compete in SWE competition for readvancement on extended active duty, over one year. Time in the higher pay grade is not creditable at the present pay grade and is not creditable at the higher pay grade if the member is subsequently advanced.

6. Personnel Reduced in Rate. Personnel who have been reduced in rate for any reason, may not count prior service in present or higher rates in determining TIR. The date of reduction is effective date of pay grade in present rating for determining subsequent advancement.
7. Personnel Restored in Rate.
 - a. Article 15, Uniform Code of Military Justice (UCMJ). Article 15, UCMJ, and paragraph 134, Manual for Courts Martial (MCM) and the Military Justice Manual, COMDTINST M5810.1 (Series), provide commanding officers with authority to set aside, remit, mitigate, or suspend within four months of its imposition, a punishment of reduction in rate imposed under Article 15, UCMJ, without reference to the Commandant. The specific action taken by the commanding officer has a direct effect on the individual's effective date of pay grade in present rating for subsequent advancement purposes. Generally speaking:
 - (1) When an individual is reduced in rate and that punishment is later set aside and remitted or mitigated by the commanding officer within four months the commanding officer shall restore all rights, privileges, and property affected. The individual's TIR is the same as if punishment had not been imposed. In all cases, commanding officers should carefully annotate their actions with appropriate Personnel Data Record entries so that the action they intended may be properly reflected.
 - (2) When a commanding officer immediately suspends a punishment of reduction in rate for a probationary period and the probationary period expires without execution of reduction, the member's original TIR is the same as if the punishment had not been imposed.
 - b. Commander, (CGPC-epm) Action. Article 5.C.33 provides guidance in recommending personnel for restoration in rate not covered above. If the restoration is approved by Commander, (CGPC-epm), the effective date of the restoration and eligibility date for subsequent advancement will be contained in the approval letter.
8. Personnel Removed From Temporary Disability Retired List. Personnel who have been placed on the temporary disability retired list and are subsequently found fit for duty and reenlist, will be credited with all active service in pay grade prior to retirement. In addition, time spent on the temporary retired list is creditable in computing TIR requirement for advancement.
9. Computing Periods of Less Than a Month. Compute service in years and months. Periods of less than one month, when totaled, shall be considered on the basis of 30 days being equivalent to one month.

5.C.15 Sea Duty for Advancement

5.C.15.a. Minimum Sea Duty

1. The minimum sea duty for advancement must be met by 01 February preceding the May SWE or by 01 August preceding the November SWE. Waiver for this requirement will not be granted except in cases where candidate is presently serving at sea or is under orders to sea duty and will meet the sea duty requirement by the effective date of the advancement eligibility list (01 July following the November SWE or 01 January following the May SWE).
2. **If a member is transferred from a sea duty assignment before completing the required sea duty for advancement due to the needs of the Service, the sea duty requirements for advancement may be waived. The waiver will be documented in the orders of the member.**

5.C.15.b. Sea Duty for Advancement

Sea duty for advancement purposes is defined as duty (PCS, TD, or TAD) aboard a floating unit, mobile unit (Refer to Chapter 4-B-4 of the **U.S. Coast Guard Pay Manual**, COMDTINST M7220.29 (series)), aids to navigation facility (ANFAC), CG Yard's WYTM, as a shiprider at a Fleet Training Group/Unit (FTG/FTU), or for LEDET personnel when assigned to vessels on a TAD basis. If a vessel is not listed in the OPFAC manual, it must come within the definition: "vessels 65 feet or over in length except barges, and all tugs of any length." Members claiming sea duty in the Navy or for TAD, must submit proof thereof, showing actual dates served. HRSIC/adv may consider credit for sea duty on ships other than Coast Guard or Navy on an individual basis. For sea duty to be creditable during TAD periods, the member must not receive per diem (i.e. NESU personnel TAD to a cutter for maintenance).

5.C.15.c. Minimum Sea Duty for Those Entering Designated Ratings Prior to 01 February 1994

1. For those members entering their designated ratings prior to 01 February 1994, the minimum sea duty requirements for eligibility for advancement in the ratings are listed below:

PAY GRADE	RATINGS	MINIMUM SEA TIME
E-6	BM, DC, EM, GM, MK, QM	Six months in any pay grade
E-6	FT, RD	18 months in the designated rating in any pay grade
E-7	BM, DC, EM, MK, TC, QM	12 months above pay grade E-3
E-7	FT, GM	18 months in pay grade E-5/E-6
E-7	RD	24 months in any combination of pay grades E-4/E-5/E-6

2. For those members entering the BM rating prior to 01 February 1994, who have been qualified as a Coxswain (HX), as defined in the Enlisted Qualifications Manual, COMDTINST M1414.8 (series), with at least 12 consecutive month's of satisfactory performance as a regularly assigned boat coxswain on a UTB or larger standard Coast Guard boat are considered to have met the sea duty requirement for advancement to E-6.



Winter months which preclude boat activity will be credited toward the consecutive duty criteria. The member's servicing PERSRU will submit the awarding of the Coxswain qualification code(s) into PMIS/JUMPS. This information will subsequently be reflected in the member's database file and printed on the PDIF and PDE.

3. For those members entering the TC rating prior to 01 February 1994 and who have had 12 months of duty above pay grade E-3 at a communications or radio station are considered to have met the 12 month sea duty requirement for advancement as outlined.


5.C.15.d. Minimum Sea Duty for Those Entering Designated Ratings on or After 01 February 1994

1. For members entering their designated ratings on or after 01 February 1994, the minimum sea duty requirements for eligibility for advancement in the ratings are listed below:

PAY GRADE	RATINGS	MINIMUM SEA TIME
E-6	BM	6 months in any pay grade
E-6	DC, EM, ET, MK	18 months in any pay grade
E-6	FS, FT, GM, QM, RD	30 months in any pay grade
E-7	BM	12 months above pay grade E-3
E-7	TC, TT	18 months in any pay grade
E-7	DC, MK	18 months in the designated rating in any pay grade
E-7	EM, ET, GM	24 months in the designated rating in any pay grade
E-7	FS, QM, RD	36 months in the designated rating in any pay grade
E-7	FT	48 months in the designated rating in any pay grade

2. For members entering the BM rating on or after 01 February 1994, who have been qualified as a Coxswain (HX), as defined in the  Enlisted Qualifications Manual, COMDTINST M1414.8 (series),  Article 5.C.15 c.2 applies.
3. Surfmen (HW, SJ, SM, or SK) who have satisfactorily served for 12 months as a certified Surfman (E4-E6) at a unit with an MLB or SRB assigned are considered to have permanently met the sea duty requirement for advancement to BMC.

5.C.15.e. Excluded Ratings

Individuals advancing in ratings excluded from  Articles 5.C.15.c. and d. are not required to have sea duty experience.

5.C.15.f. Sea Duty Requirement for Change in Rating

A person holding a rating excluded from sea duty requirement under ☞ Articles 5.C.15.c. and d. above desiring a change to a rating which has a sea duty requirement must meet the sea duty requirement for the desired rating

5.C.16. Sea Duty Points for Servicewide Examination Competition

All personnel competing in the Servicewide Examination (SWE) competition will receive credit for each full month of Coast Guard sea duty earned after 1 February 1994, not to exceed 2 whole points per year, up to a maximum of 20 points in a career. The Creditable Sea Duty point factor is not to be confused with Sea Duty for SWE Eligibility (See ☞ Article 5.C.15.c and d). Creditable Sea Duty points will be computed from 1 February 1994 to the Servicewide Eligibility Date of 1 February (for the May exam) and 1 August (for the November exam). The Human Resources Service and Information Center (HRSIC) will compute total sea duty points for each member prior to the SWE competition.

5.C.17. Vacant**5.C.18 Verification of Eligibility**

Personnel Data Record entries, including PBQ form CG-3303C, must support eligibility to participate in the examination to advance in or change rating.

5.C.19 Requesting Personnel Data Record (PDR) Information

A candidate's current Personnel Data Record (PDR) should contain the information necessary to verify an individual's eligibility for advancement. However, if the PDR does not, the local unit can request such information from Commander, (CGPC-epm) by Rapidraft Letter. Since the information request is purely administrative, the unit need not send the request through the chain of command and can mail it directly to Commander, (CGPC-epm), who will return it in the same manner. Submitting requests early is essential to avoid penalizing eligible candidates. Substitute examination will not be provided except in extenuating circumstances; see ☞ Article 5.D.3.

5.C.20. through 5.C.24. Vacant**5.C.25. General Provisions for Advancement****5.C.25.a. More than One Grade**

An enlisted person shall not be advanced more than one grade at a time, except by specific authority of the Commandant or as authorized by ☞ Article 5.C.33.

5.D. Procedures for Servicewide Examinations for Advancement or Change in Rating

5.D.1. Personnel Data Extract Description and Verification Process

5.D.1.a. General

The Personnel Data Extract (PDE) is the command and members' tool to verify that the information for correctly computing the Servicewide Examination (SWE) Final Multiple.

5.D.1.b. Collecting the PDE Information

Commanding Officer, Human Resources Service and Information Center (HRSIC/adv) collects the PDE information from the members' PMIS data. A crucial part of accurate data collection is timely submission of PMIS transactions. Members, commands, and PERSRUs should ensure the necessary PMIS transactions are submitted promptly by the specified deadlines.

5.D.1.c. PDE Information

1. The following information is contained on the PDE.
2. Permanent Unit/OPFAC: Current duty assignment OPFAC.
3. PERSRU/OPFAC: Servicing PERSRU and PERSRU OPFAC.
4. Examination Board Unit/OPFAC: The unit to which Commanding Officer, (HRSIC/adv) sends the member's SWE for administration.
5. Rate/Name: Current rate/specialty, paygrade, and name; e.g., BM2 Right, I. M.
6. SSN: Social Security Number.
7. Time in Service/Rate: TIS and TIR are computed to the terminal eligibility date (TED).
8. CO Recommendation: This data is taken from the member's enlisted evaluation form. Members marked "Not Recommended" are ineligible for the SWE.
9. Examination for: Rate/rank of examination administered. (Refer to PDE remarks block).
10. Award Points: Total number of creditable award points shown in "CREDITABLE AWARDS" block. This block can show more than ten points; however, ten points is the maximum creditable for the SWE.
11. Marks Final Multiple: Average of performance evaluations converted into a score.

12. Sea Duty Qualification: "YES" or "NO" indicates if the member has met the sea duty requirement for the examination the member will be administered. "N/A" (not applicable) may appear in this block for some rates/ranks. ☞ Article 5.C.15.
13. Creditable SWE Sea Duty: Creditable **Coast Guard sea duty for whole months of sea time** earned after 1 Feb 94. (See ☞ **Article 5.C.16.**)
14. Active Duty Base Date: See ☞ Article 5.C.14.b.2.
15. Date of Rank: See ☞ Article 5.C.14.b.3.
16. Courses Completed: "YES" or "NO" indicates whether the member has completed all courses.
17. Evaluations: Shows evaluations used to calculate points for this SWE cycle. If an evaluation is not listed, a member is ineligible for the SWE.
18. Creditable Awards/Points/Date: List of awards received with point value and award date.
19. Courses Lacking: A list of uncompleted required courses. (Refer to PDE remarks block)
20. Ineligibility Reason(s): Reason(s) member is not eligible to take the SWE, if any; or if member elected not to participate. (Refer to PDE remarks block)
21. Signature Block: By signing, the member acknowledges the PDE is correct, PBQ's are completed/not completed, and requires no further changes. If changes are required, the member must address them prior to signing.

5.D.2. Candidates in Transit on Examination Date

5.D.2.a. General

Preferably every candidate who is fully qualified and recommended should be examined by his or her regularly assigned examining board. A regularly assigned examining board or Educational Services Officer (ESO) of any military service may administer an SWE to personnel in transit (PCS, TAD, or on leave) on the scheduled SWE date. Members in transit must pay for any travel expense necessary to arrive at the SWE administration location. The government will not reimburse members for these expenses.

7.A.8.b. Emergency Leave

Emergency leave so granted shall be subject to the following conditions in computing leave:

1. Emergency leave to visit continental United States shall commence on date of departing from the port (or aerial port) of debarkation in continental United States for leave destination. (☞ Article 7.A.7.)
2. Personnel on emergency leave shall be considered as returned to a duty status upon reporting at a port (or aerial port) of embarkation in continental United States for return to duty outside continental United States. (☞ Article 7.A.7.)
3. Emergency leave to visit at a place other than in the continental United States will commence upon the individual's departure from the port (or aerial port) of debarkation in the area of the emergency and will terminate upon return to such port or other designated station.
4. Leave will be charged for any travel performed in continental United States.
5. The following example is set forth to aid in determining inclusive leave dates:
 - a. The member departs his or her duty station in Naples, Italy, on 01 July and arrives at McGuire Air Force Base, New Jersey, on 03 July; departs McGuire Air Force Base, New Jersey, on 03 July and arrives Travis Air Force Base, California, 0800, 07 July; departs Travis Air Force Base, California, on 09 July and arrives Hickam Air Force Base, Hawaii, on 09 July and departs for emergency leave in Hawaii on 09 July. Granted total of 30 days emergency leave excluding time chargeable as leave in United States. Member returns to Hickam Air Force Base, Hawaii, 0800, 09 August. The member departs Hickam Air Force Base, Hawaii, on 12 August and arrives Travis Air Force Base, California on 13 August; departs Travis Air Force Base, California, on 13 August and arrives McGuire Air Force Base, New Jersey, 1100, 16 August; departs McGuire Air Force Base, New Jersey, 18 August and arrives at his or her duty station in Italy on 20 August. The periods chargeable as leave would be accounted for as follows:
 - 04 July to 08 **July** inclusive - three days - period of travel time in the United States chargeable as leave.
 - 10 July to 08 August inclusive - 30 days - period of emergency leave.
 - 14 August to 16 August inclusive - three days - period of travel time in the United States chargeable as leave.
 - b. The actual period to be charged as leave will be determined by "in" and "out" endorsements on leave authorization or travel orders.

7.A.9. Christmas and New Year's Leave for Training

7.A.9.a. General

A consistent policy for suspending regular instruction during the holidays facilitates the long range planning of training cycles. The Christmas and New Year holidays slow down recruiting and create an appropriate period for reduction of training activities and granting of leave to training staffs.

7.A.9.b. Holiday Period

The 16 day period commencing 1630 the Friday before Christmas and ending at 0745 the Monday following New Year's Day is established as the annual holiday period for all Coast Guard training centers. Commanding officers may extend, advance, or retard this schedule by two days, as may be necessary to ensure safe and convenient travel for personnel on leave. In addition, commanding officers shall schedule modified or supplementary training programs so that personnel not taking leave may be gainfully employed.

7.A.10. Administrative Absences

7.A.10.a. When Authorized

Administrative absence is a period of authorized absence, not chargeable as leave to:

1. Attend or participate in activities of a semi-official nature that benefit the Coast Guard;
2. Search for a residence at the new duty station when in receipt of PCS orders; or,
3. Allow members to return to their old duty stations to move their families to their new duty stations when PCS orders were issued and executed on short notice (fewer than 60 days).
4. **Allow retiring and involuntarily separated members time to participate in pre-separation job search and house hunting activities prior to separation.**

7.A.10.b. Authorized Activities

Care must be taken to ensure that the absence contemplated falls clearly within the criteria provided. If it does not, the absence shall be handled under normal leave and liberty procedures. Administrative absences may be authorized for the following purposes.

1. Attendance at professionally sponsored technical, scientific or educational meetings, when the meeting bears a direct relationship to the Coast Guard's primary duties or the member's professional background. Also included are Service related professional organizations; e.g., NNOA, ANSO, WOPA, etc. Attendance should clearly enhance the member's value to the Service.

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2. Attendance of a member of the Board of Directors of a Coast Guard credit union at meetings of associations, leagues, or councils formed by Coast Guard credit unions, which has a purpose directly relating to the Coast Guard Credit Union Program.
3. Participation in inter- or intra-Service sporting events. Participation includes providing essential support services.
4. Participation in U. S. Olympic or other national or internationally sanctioned athletic competitions or tryouts.
5. Participation in other official or semi-official programs of the Coast Guard for which TEMADD or TEMDU is not appropriate. The programs shall enhance the member's value to the Coast Guard or understanding of the Coast Guard.
6. Participation in Scouting and American Legion Americanism programs is authorized within the limits of manpower availability. Commanding officers are authorized to issue permissive travels orders for personnel to participate in activities associated with the following programs:
 - a. Boy Scouts of America.
 - b. Girl Scouts of America.
 - c. Camp Fire Girls, Inc.
 - d. Explorers.
 - e. American Legion Boys State or Boys Nation.
 - f. American Legion Girls States or Girls Nation.
7. Relocation and Familiarization: Members in receipt PCS orders are authorized up to ten consecutive days of administrative absence to travel to the area of their new duty station for house hunting and familiarization. The ten days may be extended by combining with weekends, holidays, leave, liberty, or TAD. Commanding officers shall carefully screen requests for TAD to ensure these orders are not being used as a means to defray transportation expenses to and from the place of permissive travel. (Note: This should not be confused with "Operational Familiarization" travel, which is a member's travel to the new permanent duty station when the receiving command has an operational need for that member. TAD travel is appropriate for this type of travel). To avoid any perception of abuse, combining funded Operational Familiarization with no cost Relocation or Familiarization travel is not authorized. While the purpose of this "administrative absence" is to travel to the new duty station, there are limited circumstances when it may be appropriate for the new duty station to grant up to ten consecutive days absence after reporting. Those circumstances are when the member:
 - a. Was unable to execute permissive orders under this section due to distance, cost, absence on temporary duty, or family relocation problems, and
 - b. Will not be authorized government-owned or leased housing at the new station.


8. Family Relocation to the area of the member's new duty station. If a member is issued and must execute PCS orders on short notice (less than 60 days), commanding officers may authorize up to ten consecutive days absence to allow the member to return to their old duty stations to relocate their families to their new duty stations. The ten consecutive days absence may be extended under the same conditions as ☞ Article 7.A.10.b.7. Any members transferred PCS under this condition are entitled to ten days administrative absence even if they are authorized Government-owned or -leased housing at the new duty station.
9. The Hometown Recruiting Program, for graduates of Recruit Training, Class "A" Training, the Coast Guard Academy, and Officer Candidate School, allows them an opportunity to return to their recruiting offices before reporting to or while serving at their first duty station for a period of up to 30 days. Their task is to relate recruit training, "A" School, Academy, and officer training experience to prospects and applicants in the recruiting office or during school visits, career fairs, and public displays. Participating in the Hometown Recruiting Program depends on recruiting needs, the impact on the graduate's career, and affect on the new duty station. The recruiting office must request the graduate before permissive orders will be granted. Based on recruiting needs, these officers may authorize up to 30 days of permissive orders to participate in the Hometown Recruiting Program:
 - a. Commanding Officer, Training Center Cape May for those who have successfully completed recruit training.
 - b. The commanding officer of the cognizant training command for those who have successfully completed Class "A" School training.
10. Up to five days can be authorized to attend to associated family needs immediately following the birth or adoption of a child. Female members may not combine this with maternity leave.
11. **Retiring members and members separated involuntarily may be authorized up to 20 days (if separated INCONUS), or 30 days (if separated OCONUS), of administrative absence to conduct pre-separation job search and house hunting/relocation activities prior to the effective date of separation. The administrative absence can be taken in consecutive days, including weekends and holidays; in increments, not to exceed the authorized total based on the location of their last duty station; or, in connection with leave enroute to home with no intent to return to their last permanent duty station. This includes leave enroute to a retirement processing point. ☞ Article 12.C.1.d.**

7.A.10.c. Unauthorized Travel

Permissive Travel for relocation or familiarization shall not be authorized in the following circumstances:

8.F.10. Correctional custody

8.F.10.a. General

It is Coast Guard policy that correctional custody as defined in  Article 8.F.2 constitutes a malleable tool of discipline by which commanding officers may impose upon minor or first-time offenders a balanced program of punitive measures, directive counseling, restraining, and work assignments which collectively are calculated to induce a modification in attitude and behavior. Wholly punitive elements of correctional custody including actual physical restraint, extra duties, and hard labor should be imposed only to the extent that these measures are calculated to enhance the rehabilitative aims of the punishment. While the exact combination of punitive and rehabilitative measures imposed is flexible, correctional custody must include both a punitive restriction of the offender's liberty and a program of rehabilitative counseling or restraining intended to correct the behavior or attitude defect which caused the offense. This unique combination distinguishes correctional custody from other non-judicial punishments and renders correctional custody similar in several respects to probation programs administered under civilian court systems. In both cases, a supervised offender is called upon personally to make the major rehabilitative effort while being involuntarily restricted to an environment intended to enhance that effort. Administration of correctional custody requires the availability of two command representatives: a supervisor (MAA) to maintain custody and supervise work details, hard labor or extra duties; and a counselor to guide and monitor the rehabilitative effort. The officer imposing correctional custody will monitor its administration through these designated command representatives. The administration of correctional custody imposes an acknowledged burden on the offender's command. Offenders not considered likely to benefit from that effort should not be awarded correctional custody.

8.F.10.b. Jurisdiction

The jurisdictional authority to impose correctional custody is no different than that governing the imposition of any other non-judicial punishment under Article 15, UCMJ. Correctional custody will, however, be imposed only upon enlisted members in pay grade **E-3** or below and subject to the limitations contained in Article 15(b), UCMJ. It bears repeating that correctional custody is a non-judicial punishment option available to the officer imposing punishment. If factors such as unit size, operational requirements or unavailability of qualified supervisory personnel will preclude administration of correctional custody in the manner prescribed by this article, the punishment should not be imposed. When circumstances such as unit size or prior involvement on the part of the officer having immediate Article 15 authority over an offender prompt his/her referral of the charges for disposition to the next superior in the chain of command, the provisions of the Military Justice Manual, COMDTINST M5810.1 (series) will apply.

8.F.10.c. Guidelines for the Imposition and Administration of Correctional Custody

1. Command Responsibility. Correctional custody (except when imposed upon recruit trainees) should be administered under conditions permitting the individual to continue his or her career field related duties while being subjected to intensive counseling and guidance, both on the job and after working hours. The total resources available to the command must be brought to bear in the effort to counsel and guide the offender in the discovery and correction of the behavior defects leading to the offense.
2. Correctional Custody Administered Similar to Parole. When deemed warranted by the situation, the officer imposing correctional custody may relax the conditions of restraint to a sufficient degree to permit the offender's duty hour or non-duty hour participation in a specific program of either military or civilian rehabilitation or retraining, excepting those programs prohibited by Article 8.F.10.c.3. Examples of authorized programs might include: local alcohol or drug treatment or education programs, driver retraining programs, special military drill and motivational counseling, or group therapy programs. As a specific example, participation in meetings of a local chapter of Alcoholics Anonymous may be beneficial to offenders whose offenses have been alcohol-related and who desire to confront their problem. It must be stressed, however, that these various avenues to rehabilitation are just that and should not in themselves be cast in the light of punishment. Since correctional custody comprises both punitive and rehabilitative measures, a member ordered to participate in a rehabilitative program, on or off unit, as a part of correctional custody will nonetheless also be subjected to certain punitive measures such as restriction, extra duties, hard labor, or even physical segregation.
3. Prohibited Programs. Under no circumstances will conditions imposed as elements of correctional custody order an offender's participation in any formal military rehabilitation program (such as the Alcohol Rehabilitation Program) requiring medical diagnosis and/or allocation of a quota for entry.
4. Conditions To Be Defined Upon Imposition of Correctional Custody. It is required that the officer imposing correctional custody define the specific nature of the punitive and rehabilitative measures being imposed at the time the punishment is awarded.
5. Restraint. Correctional custody is not to be awarded as a substitute for confinement, nor will it be administered in a manner amounting to confinement (☞ Article 8.F.2). Custody may be effected by the presence of a designated supervisor. Note the distinction between supervisors and counselors: Supervisors for persons in correctional custody are MAA-oriented personnel frequently assigned on a rotating watch basis. The primary requirement is for responsible continuity of supervision of custody and work. Counselors by contrast are responsible persons assigned (as a collateral duty) to guide an offender's rehabilitative course on an

3. “Tacking on” crow’s or other devices by forcibly applying them to a member’s clothes or body;
4. Forcing or encouraging the consumption of substances not normally prepared or suitable for consumption;
5. Group wrestling matches targeting a particular member;
6. Encouraging a member to consume excessive amounts of alcohol or requiring the consumption of alcohol in any amount;
7. Forcibly cutting or shaving hair;
8. Branding, tattooing, or painting another;
9. Coercing or encouraging another member to fully or partially disrobe;
10. Taping, tying, or otherwise restraining a member’s arms, legs, or mouth;
11. Handcuffing or otherwise securing a member to a fixed object or another member(s);
12. Using law enforcement restraints or techniques on another member in other than an official capacity or a bona fide training session;
13. Placing or pouring foreign substances or liquids on another member;
14. Touching in an offensive manner,
15. Striking, or slapping another member; or
16. Threatening or offering violence or bodily harm to another.

8.J.2.b. Implied Consent

Personnel often attempt to disassociate their activities from “hazing” by stressing the voluntary nature of participation. Even genuinely voluntary participation can cause detrimental consequences. Often apparently willing participation is actually prompted by subtle compulsion, peer pressure, or a bid for acceptance and is not truly voluntary at all. As indicated in the definition of hazing, actual or implied consent does not eliminate the perpetrator’s culpability. Personnel knowingly and voluntarily submitting to hazing may be held accountable as well.

8.J.2.c. Initiation Ceremonies

1. Hazing typically occurs in connection with unofficial, impromptu, unsupervised “initiations” or other informal rites of passage. The personnel involved often view these activities as an amusing way to “let off steam,” enhance unit morale, or bond with their peers and profess no intent to cause harm. However, these ceremonies are often demeaning or abusive and can result in physical injury to the participants. ☞ Article 8.K.
2. Traditional service initiation ceremonies, including Chief’s Initiations and equator, international dateline, and Arctic and Antarctic Circle crossings, are authorized, provided commands comply with ☞ Article 8.K when conducting such

ceremonies. However, commanding officers shall ensure these events do not include **harassment of any kind that contains character degradation, sexual overtones, bodily harm or otherwise uncivilized behavior**. Innocuous practical jokes, such as fetching “relative bearing grease” or “prop wash”, do not constitute hazing as long as they are not intended to and actually do not humiliate, ridicule, or ostracize. Even otherwise innocuous jokes that are pervasive, repeated frequently, or disproportionately targeted toward selected individual(s) can cross the line and constitute impermissible hazing.

3. Also excluded from the definition of hazing are command-authorized or operational evolutions, training in preparation for these evolutions, administrative corrective measures including extra military instruction administered in accordance with the Military Justice Manual, command-authorized physical training or athletic events, and command-authorized competitions or contests. Commands should conduct these activities appropriately with proper command sanction and oversight, preserving proper chain of command roles at all times.

8.J.3 Responsibilities

8.J.3.a Training Centers

1. Incorporate hazing awareness training into existing recruit, officer and leadership training curriculums for all new personnel. Incorporate hazing awareness training into the Prospective Commanding Officer/Executive Officer Course and the Officer-in-Charge/Executive Petty Officer Course.
2. Incorporate hazing awareness training into the Officer-in-Charge/Executive Petty Officer Course, and the Officer and Senior Petty Officer Leadership and Management Courses, etc.

8.J.3.b Commanders

1. Unit commanding officers and all supervisors are responsible for ensuring they administer their units in an environment of professionalism and mutual respect that does not tolerate hazing of individuals or groups.
2. Commanding officers and supervisor may not by act, word, deed, or omission condone or ignore hazing if they know or reasonably should know hazing is occurring or has occurred.
3. Commanding officers who receive complaints or information about hazing must investigate and take prompt, effective action. Unit commanding officers and supervisors must ensure reports of hazing are promptly and fully investigated and appropriately resolve verified instances of hazing. Those within the chain of command who violate this policy by overtly condoning hazing, failing to investigate reports of hazing, or implicitly approving it through inaction when they know or reasonably should know such activity is occurring or has occurred shall be held properly accountable.

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8.K. Conducting Traditional Ceremonies

8.K.1. General

An important part of Coast Guard history, traditional ceremonies such as Chief Petty Officer initiations, crossing the equator, Arctic and Antarctic Circle initiations, etc., are a noteworthy milestone for our men and women. During years past, these events were viewed as a “rite of passage.” Those who had achieved the exalted status being recognized had the right to initiate the “new arrivals.” In the days of sail, this sometimes involved humiliating, degrading, and even assaulting inductees during initiation. Today, the Coast Guard has articulated unequivocal policies on human relations, sexual harassment and hazing. Traditional ceremonies must be meaningful initiations which emphasize sea-going lore and history while preserving the inductees’ personal pride and dignity.


8.K.2. Policy

According to Coast Guard Regulations, COMDTINST M5000.3 (series), Article 4-1-15, Traditional initiations, such as for advancement to Chief Petty Officer or crossing the Equator, the International dateline, **etc. are permitted, but they shall not include any degradation of character, sexual overtones, bodily harm or undue harassment**, and **shall** be conducted with the complete knowledge of and oversight by the Commanding Officer.

8.K.2.a. Core Values

Great strides have been made to ensure Service-related ceremonies and associated crew activities promote pride, camaraderie, and well-being among unit personnel. Commanding Officers must ensure they are devoid of sexual overtones or hazing. As the world’s premier maritime service, the Coast Guard’s core values of Honor, Respect, and Devotion to Duty must guide our conduct. Consequently, our leaders must constantly reinforce Coast Guard core values. This is especially important during some rituals such as line-crossing ceremonies, when standard chain of command roles may be confused with “shellback” or “pollywog” roles. Without proper oversight, ceremonies can quickly change from benign, light-hearted activities all can enjoy to offensive behavior which demeans and alienates Coast Guard personnel.

8.K.2.b. Responsibilities

Traditional ceremonies are permitted provided they abide by guidelines set forth in  Coast Guard Regulations, COMDTINST M5000.3 (series); Coast Guard **Equal Opportunity Program Manual**, COMDTINST 5350.4 (series); and the Guideline for Chiefs’ Call to Initiation published by the MCPO-CG. Commanding Officers and Primary Command Enlisted Advisors always must know the type and tone of ceremonial activities planned and conducted. To this end, they may act as participants in ceremonies only if they can also maintain knowledge, oversight and propriety over all ceremonial activities. The responsible Command Enlisted Advisors shall be present during all traditional ceremonies and maintain appropriate control. Commanding Officers and Primary Command Enlisted Advisors must be sensitive to all members’ perceptions of these ceremonies’, their effect on the working environment and emphasize their meaning and tradition, while upholding our core values and ensuring the protection of each member’s personal pride and integrity. More importantly, Coast Guard conduct always must adhere to the ideals of the Commandant’s Human Relations Policy, regardless of the prevailing or apparent perceptions of the individuals potentially affected.

- h. Ensures the completed EPEF's, with original CG-3307s (if applicable), are processed in sufficient time to permit them to arrive at Commanding Officer, HRSIC (adv) not later than 30 days following the evaluation period ending date.
- 6. Commandant (G-W). Commandant (G-W) has overall responsibilities for the EPES for all enlisted personnel.
- 7. Commandant (G-WPM) (for active duty members).
 - a. Provides individual appeal and policy guidance.
 - b. Maintains all applicable instructions and forms and establishes policy governing the EPES.
- 8. Commandant (G-WTR) (for reservists).
 - a. Provides individual appeal and policy guidance.
 - b. Maintains all applicable instructions and forms and establishes policy governing the EPES.
- 9. Commander, (CGPC-epm) or (CGPC-rpm).
 - a. Monitors all applicable instructions, forms, and policy governing the EPES.
 - b. Responds to individual and command requests related to EPES policy. Direct phone inquiries to Commander, (CGPC-epm-1) or (CGPC-rpm).
 - c. Conducts statistical analysis of Servicewide marking patterns to assist in system discipline.
- 10. Commanding Officer, (HRSIC (adv)).
 - a. Provides administrative servicing of the EPEF.
 - b. Provides administrative quality control review of all EPEFs. Returns unacceptable EPEFs to the rating chain for correction.
 - c. Processes all active duty and reserve EPEFs into the Enlisted Performance Evaluation Management and Tracking System (EPEMTS).
 - d. Provides a Marks Sheet, CG-3306, for every evaluation successfully entered into the EPEMTS.

- e. Prepares and forwards bar coded labels and Marks Rosters to the PERSRUs not later than 60 days prior to the end of the regularly scheduled evaluation period.
- f. Maintains the EPES hardware and software.
- g. Develops and implements necessary system changes.


10.B.5. Submission Schedule

10.B.5.a. Regular Evaluations

1. Regular evaluations are those active and reserve evaluations required annually or semiannually by the following schedule which is designed to ensure all evaluations are submitted in sufficient time for processing and completing the final multiple for Servicewide Examinations.

Pay Grade	Deadline Due the Last Day of:
Active Duty and Reservists on EAD for Two or More Years	
E-1	February & August
E-2	February & August
E-3	January & July
E-4	March & September
E-5	April & October
E-6	May & November
E-7	September
E-8	November
E-9	June
All other Reservists	
E-1 – E-9	May

2. If the rating chain must perform a special evaluation on the same period ending date as the member's regular period ending date, enter as regular instead of the special reason, excepting a special disciplinary evaluation; for that, enter the reason as disciplinary instead of regular.
3. Regular evaluations may not be delayed. Commands must ensure the rating chain completes regular evaluations, including evaluatees' written acknowledgments, and sends them directly to Commanding Officer, HRSIC (adv) to arrive not later than 30 days after the evaluation period ending date.

4. Do not complete a regular evaluation on a member until the next regular period ending date when:
 - a. A special evaluation has been completed within 92 days for E-6 and below evaluations, 184 days for E-7 and above evaluations, or 19 drill periods for reservists before the end of a regular period ending date,
 - b. An evaluatee has been assigned to a new duty station for fewer than 92 days for E-6 and below evaluations, 184 days for E-7 and above evaluations, or 19 drill periods for reservists on a regular period ending date.
5. Do not complete any evaluation for the following circumstances:
 - a. Upon discharge, reenlistment, release from active duty, or retirement;
 - b. Evaluatee is undergoing Class “A”, “C”, advanced, or recruit training, except in disciplinary situations described in  Article 10.B.5.b.3;
 - c. Evaluatee is in an unauthorized absence or desertion status on the regular period ending date;
 - d. Evaluatee is granted leave awaiting appellate review of a court-martial;
 - e. Evaluatee is in Home Awaiting Order Status (HAOS) awaiting Final Action of a Formal Physical Evaluation Board.
 - f. On awarding NJP or civil conviction if the NJP award or conviction was due to an alcohol incident for which the member was previously assigned a special evaluation. This exemption applies to alcohol incidents only.
 - g. **Upon advancement to any pay grade up to, and including, advancement to pay grade E-6.**

10.B.5.b. Special Evaluations

Special evaluations are conducted for any reason other than a regular evaluation. While the EPES focuses on regular evaluations, occasionally a special evaluation is in order. Use the following to determine whether to perform a special evaluation.

1. Complete a special evaluation if the rating chain completed a regular or special evaluation for a period ending more than 92 days for E-6 and below evaluations, 184 days for E-7 and above evaluations, or 19 drill periods for reservists before one of the events listed below.
 - a. Advancement or change in rating **to pay grade E-7 or above**. Complete a special advancement evaluations as of the day prior to the effective date of advancement or change in rating. Assign marks for the previous rating held.

- b. Detachment for permanent change of station. Commands shall ensure members sign transfer marks NO LATER THAN 15 days before departing the unit to allow adequate time for counseling, appeal, and administration.
 - c. Detachment for intra-command reassignments if the Approving Official will change.
 - d. Detachment of an Approving Official who directly supervises an evaluatee.
☞ Articles 10.B.3.c and 10.B.3.d.
- 2. The TAD, Active Duty for Special Work-Reserve Component (ADSW-RC), or Active Duty for Special Work-Active Component (ADSW-AC) commanding officer may complete a special evaluation when an evaluatee completes TAD, ADSW-RC, or ADSW-AC periods less than 92 days for E-6 and below evaluations or 184 days for E-7 and above evaluations. The commanding officer sends the evaluation to the parent commanding officer for consideration as input into the member's next evaluation. The commanding officer sends evaluations directly to HRSIC (adv) for reservists whose parent command is the Active Status Pool (OPFAC 87400).
 - 3. When a member completes TAD, ADSW-RC, or ADSW-AC periods of 92 days or more to a Coast Guard command for E-6 and below evaluations or 184 days for E-7 and above evaluations, the TAD, ADSW-RC, or ADSW-AC commanding officer completes a special EPEF and sends it directly to Commanding Officer, HRSIC (adv).
 - 4. The following events require a special evaluation, regardless of the time since the last evaluation.
 - a. On the date a member is awarded non-judicial punishment (NJP) or convicted by a court-martial (CM).
 - (1) When a member awarded NJP or convicted by CM is stationed at a major Headquarters unit whose designated commanding officer of enlisted

3. Appeal Authority.


- a. The Appeal Authority must review and act on the appeal within 15 calendar days after receiving it. Commander (CGPC-**epm-1**) may extend the 15 days if the Appeal Authority needs additional information from either the member or commanding officer before responding to the appeal.
- b. In acting on an appeal, the Appeal Authority may raise or leave unchanged the member's marks, but may not lower any marks an Approving Official assigned.
- c. Once the Authority has decided the appeal, he or she should ensure copies of the appeal package (member's letter, command endorsement along with all enclosures, and Appeal Authority's action) are sent to Commander, (CGPC-adm-3) for filing and to Commanding Officer, HRSIC (adv) for review and possible update to the EPEMTS data base.

10.B.11. Waiving and Changing Evaluation Marks

10.B.11.a. Waiving Evaluations

Occasionally it is either impossible to evaluate an evaluatee; e.g., he or she was an in-patient or on sick leave during entire period, or an evaluation period is overlooked administratively. In these and similar situations the Approving Official should request HRSIC (ADV) to waive the entire period by letter specifying the reason for the waiver.

10.B.11.b. Changing Evaluation Marks

1. Approving Officials are authorized to change any mark they assigned to members still attached to the unit if the Approving Official receives additional information that applies to the particular evaluation period.
 - a. If the EPEF is still at the command, the Approving Official discusses the marks with the Marking Official as noted in  Article 10.B.4.d.4. If they change any marks, the evaluatee also initials each changed mark.
 - b. If the Approving Official already has sent the EPEF to HRSIC, the Approving Official writes, signs, **and sends a** letter to **Commanding Officer, HRSIC (adv)** to request changing the marks. The letter should contain the following information.
 - (1) The member's name, rate, and social security number,
 - (2) The period ending date,
 - (3) The specific dimensions being changed,

- (4) The original numerical mark,
 - (5) The revised numerical mark, and
 - (6) A statement the member has been advised of these changes.
- c. Commanding Officer, HRSIC (adv) changes the database and **sends an electronic copy of the revised CG-3306 to the unit.**
- 2. If the proceedings are later set aside, the current Approving Official re-evaluates and adjusts marks on the EPEF assigned by any Approving Official based on alleged offenses committed.
 - 3. Any Approving Official who has reason to believe marks assigned by another commanding officer are erroneous shall write to Commander, (CGPC-epm-1) describing the circumstances. This letter shall include PERSRU and Unit Personnel Data Record documents; e.g., Administrative Remarks, CG-3307, and a recommended course of action.

10.B.12. Form Disposition

Send completed original EPEFs for active duty and reserve personnel directly to Commanding Officer, HRSIC (adv) for policy and administrative quality control review and entry into the EPEMTS.

reasons which underlie the request as revealed through interview. To receive an acknowledgment the request was received, submit a completed, self-addressed Acknowledgment/Referral Card, CG-4217, with the letter request.

12.A.5.c. Deadline

An officer may submit an unqualified request to resign (☞ Article 12.A.6.a.) not more than one year in advance but in sufficient time to reach Commander, (CGPC-opm) six months before the requested resignation date. Exceptions to these time limits may be granted in hardship cases. **Due to shortages that may occur in specialized communities, depending on the timing of resignation requests, approved separation dates may be up to 12 months from the date of the request should the needs of the Service require.**

12.A.5.d. Acceptance

A resignation has no effect until competent authority accepts it. Commander, (CGPC-opm) tentatively establishes the terminal date upon receiving and acknowledging the request for resignation. Normally, Commander, (CGPC-opm) can obtain authority to effect a resignation 12 weeks in advance of the effective date.

12.A.5.e. Denying a Request

Except in very unusual circumstances, Commander, (CGPC-opm) will not accept an officer's resignation under these conditions:

1. The officer has not completed obligated service.
2. The officer has not completed one year at his or her INCONUS or two years at his or her OUTCONUS duty station.
3. A state of emergency exists during which Service needs clearly preclude accepting a resignation.
4. Commander, (CGPC-opm) issued orders to duty outside the continental limits of the United States before receiving the letter tendering a resignation.

12.A.5.f. Request for Reserve Commission

An officer whose resignation is accepted and who has no obligation under 10 U.S.C. 651 is not required to accept a Coast Guard Reserve appointment. However, officers whose service has been satisfactory are encouraged to do so, since Reserve service will be desirable for the Coast Guard and advantageous to the individual. All officers requesting resignation shall state whether or not they desire a Coast Guard Reserve commission. Requests for Reserve Commissions should be submitted to Commander, (CGPC-rpm). To ensure there is no break in service, requests should be submitted at least 120 days prior to discharge. Once the officer has been appointed by the Secretary of Transportation and has executed the Acceptance and Oath of Office form (CG-9556) PERSRUs should ensure the member is accessed into the Reserve in accordance with the SDA II User Manual, HRSICINST M5231.2 (series).

12.A.5.g. Temporary Officers

An enlisted member serving as a temporary commissioned officer who resigns and has no obligation under 10 U.S.C. 651 will be discharged. A temporary officer who has an obligation and resigns will be offered either a Reserve commission followed by release to inactive duty or reversion to permanent status and transfer to the Reserve to complete the required service. Temporary officers who resign their commission are encouraged to accept a commission in the Coast Guard Reserve.

12.A.5.h. Withdrawing a Request

Based on Service needs, Commander, (CGPC-opm) may grant the officer concerned approval to withdraw a request to resign.



12.A.5.i. Disapproving a Request

The Commandant may decide to retain officers on active duty beyond their requested resignation date based on Service needs.

12.A.6. Forms of Officers' Resignations



12.A.6.a. Unqualified Resignation

1. The Coast Guard is interested in the reasons why an officer voluntarily separates from the Service and a Coast Guard career. Therefore, it is important for an officer submitting his or her resignation to state precisely the reasons for doing so. If an officer desires to resign to attend school, enter business, or accept a position in civilian life, he or she should say so. If an officer is resigning because he or she thinks his or her chances for promotion in the Service are poor, the pay is inadequate, or the deprivation of home life is excessive, he or she should state these reasons as well.
2. The form in which to submit an unqualified resignation is:
 - a. I hereby submit my resignation from the United States Coast Guard and request its acceptance effective [date].
 - b. [State reasons for resigning commission.]
 - c. I have been informed and understand if my request to resign is accepted, I subsequently shall receive a certificate of honorable discharge from the Coast Guard.
 - d. I [do/do not] desire a commission in the U.S. Coast Guard Reserve. I understand to receive retired pay at age 60, I must complete at least 20 years' satisfactory Federal service, the last eight years of which must be qualifying service as a Reserve component member in compliance with 10 U.S.C. 12731.

- b. If the member has dependents and subsequently reenlists, it is possible he or she may not be entitled to transportation of dependents and household goods at Government expense. Although entitled to transportation of dependents and household goods at separation, the member is not guaranteed reenlistment in a pay grade that carries this entitlement.
- c. The interviewer should advise a member who is a citizen of the Republic of the Philippines if transferred for separation under  Article 12.B.47. and the member subsequently desires to reenlist, he or she will not be entitled to file for U.S. citizenship unless the reenlistment or extension actually takes place in the United States or its stated possessions (American Samoa, Swans Island, Guam, Puerto Rico, and the Virgin Islands.)
- d. If the member is eligible to reenlist but does not intend to reenlist in the Coast Guard at his or her present duty station, **they must complete an Electronic Assignment Data Card (E-ADC) six months prior to their date of separation indicating their intentions (i.e. discharge, RELAD) (Personnel, Pay and Procedures Manual, HRSIC1000.2A).** If the member has a Selected Reserve obligation, **they must indicate their desire** for assignment to a Selected Reserve unit **or Individual Ready Reserve (IRR) on their E-ADC.** If the member does not have an obligation under 10 U.S.C. 651, the interviewer should encourage him or her to enlist in the Coast Guard Reserve. Commanding officers are authorized to enlist such members in accordance with the  **Coast Guard Recruiting Manual, COMDTINST M1100.2 (series), Article 3-F-6.**

12.B.4.d. Personnel Data Record Entries

Members **that have indicated indecision or a desire not to reenlist or extend** shall acknowledge the following information on CG-3307 to be filed in the member's Personnel Data Record.

- 1. The interview date.
- 2. The member's expressed intention **not to reenlist or extend their enlistment.**
- 3. The commanding officer's determination whether the member is eligible to reenlist (if not, include the reasons) and the reenlistment and separation codes being assigned. If a member is not eligible to reenlist even though the average marks for Proficiency, Leadership, and Conduct meet the requirement for honorable discharge through 30 June 1983, a full explanation shall be entered.
- 4. If the member is eligible to reenlist but is not doing so within 24 hours of discharge, his or her signed Statement of Understanding that to remain in a continuous Service status, he or she must reenlist within three months of the discharge date ( Article 1.G.7.), but he or she may not be able to reenlist in the rate he or she held at discharge unless that rate is on the open rate list when the member reenlists.  Article 1.G.3.

5. If the member is not eligible to reenlist, the interviewer informs the member of the reason for the determination and requires him or her to sign a statement on CG-3307 of the Personnel Data Record as having been so informed. ☞ Article 12.B.5.
6. If the member is a citizen of the Republic of the Philippines, a statement concerning future intention to apply for U. S. citizenship. ☞ Article 12.B.4.c.3.

12.B.5. Processing Procedures for Personnel Ineligible to Reenlist

12.B.5.a. Scope

If at the time of the initial pre-discharge interview conducted under ☞ Article 12.B.4.b. or any time after a commanding officer determines an enlisted member is not eligible to reenlist, this Article's procedures apply.

12.B.5.b. Fewer than Eight Years' Service

Commanding officers must notify a member with fewer than eight years of total active and/or Reserve military service at the time of the interview of the reasons why he or she is ineligible to reenlist and that he or she may submit a written appeal through the chain of command to Commander, (CGPC-epm-1) within 15 days of notification. The command shall furnish clerical assistance in preparing this appeal. The member must sign a statement on an Administrative Remarks, CG-3307, in his or her PDR acknowledging this notification.

12.B.5.c. More than Eight Years' Service

Commanding officers must notify a member with eight or more years of total active and/or Reserve military service at the time of the interview of the ineligibility determination. The member must sign a statement on a Administrative Remarks, CG-3307, in his or her PDR acknowledging this notification. The notice shall include this information:

1. The basis for the determination.
2. The member has the right to present the case and appear in person before a reenlistment board.
3. The member has the right to be represented by counsel.
4. The member may waive these rights in writing; however, he or she may do so only after legally qualified counsel has fully counseled the member on the matter. If the member then waives the right to a hearing before a board, he or she must submit a signed statement in this general format:

From:

To: Commander, (CGPC-epm-1)

Via:

Subj: WAIVER OF HEARING

1. My commanding officer has advised me he/she does not consider me eligible to reenlist, the reasons for this decision, and that a person ineligible to reenlist may not reenlist. He/she also advised me that unless I waive such rights in writing:

- a. A board of at least three officers will hear my case.
- b. I may appear in person before such board.
- c. I may be represented by counsel.

2. I hereby waive my right to a hearing before a board. I *(am) (am not) submitting a statement in my own behalf.

3. I voluntarily sign this statement of my own free will after having been counseled by legally qualified counsel who has been provided to assist me. I have retained a copy of this statement.


(Signature of Individual)

(Signature and Grade of Legally Qualified Counsel)

(Signature and Grade of Witness)

*Use only words which apply.

12.B.5.d. Appellant Procedures

On receiving an appeal, Commander, (CGPC) may direct that a particular appellant with fewer than eight years' total active and/or Reserve military service will be afforded the same rights to a board hearing as a member with eight or more years of such service possesses. Further, Commander, CGPC may reject a particular member's waiver of rights and direct a board to hear the case. The board convenes under the Administrative Investigations Manual, COMDTINST M5830.1 (series); the board members and procedures are the same as for Administrative Discharge Boards in  Article 12.B.31. The board renders findings about the member's eligibility to reenlist or can specify a probationary enlistment extension for any period up to one year.

12.B.5.e. Documentation

When board action is required, the convening authority furnishes the president of the board with the respondent's PDR and the commanding officer's comments and recommendations. However, if the commanding officer recommending denial of reenlistment also functions as the convening authority, he or she shall not furnish any comments or recommendations. A convening authority shall not appear before a board he or she convenes. When the commanding officer and convening authority are one and the same, the documents are limited to:

1. Summary of military offenses.
2. Civil convictions.
3. If submitted, the member's signed statement on his or her own behalf.
4. A copy of the closed-out Form CG-3306 dated 30 June 1983 showing average Proficiency, Leadership, and Conduct marks and a copy of the current CG-3306 showing factor marks.

12.B.5.f. Probation Extension

If the board recommends probationary enlistment extension, these guidelines apply:

1. The board shall propose the probation's length and terms, which should address the particular deficiencies that have led to recommended denial of reenlistment and provide the respondent with clear, specific standards of performance and conduct expected during the probation.
2. On receiving the reenlistment board's report, the commanding officer or convening authority may offer the respondent an opportunity to begin voluntary evaluation under the recommended probation terms if the commanding officer deems such action appropriate. He or she should inform the respondent that failure to begin evaluation under the probation terms will not affect how the final reviewing authority considers the case, but sincere, successful, voluntary compliance could favorably affect consideration. The commanding officer also should inform the respondent voluntary evaluation while on probation is not binding on Commander, (CGPC-c) as Final Reviewing Authority.
3. If the commanding officer agrees to begin a respondent's requested evaluation under recommended probationary terms, he or she shall inform the respondent of the precise terms of probation on a Administrative Remarks, CG-3307, in the respondent's PDR. The respondent acknowledges them in writing at the end of this mandatory statement:

I hereby agree to comply with terms of probation as set forth above the reenlistment board recommended in my case. I realize the convening authority and reviewing authorities will not consider my compliance with these probationary terms binding on the action they take on my reenlistment board and the Commandant as Final Reviewing Authority may cancel, amend, or extend these probationary terms.

4. When a commanding officer agrees to implement a respondent's evaluation under probationary terms recommended by a reenlistment board, he or she sends a letter report of that action to Commander, (CGPC-epm-1) independent of his or her endorsement to the reenlistment board's report. The letter report shall state the terms of probation as implemented and indicate whether the respondent's transfer for evaluation is warranted or desirable.
5. The commanding officer under whom the respondent is serving a probationary extension will evaluate his or her performance of the probation terms every 30 days and enter the respondent's progress on a Administrative Remarks, CG-3307, in his or her PDR. Until Commander, (CGPC-c) publishes the Action of the Final Reviewing Authority on the Reenlistment Board at the end of each 90-day period of the probation or sooner if necessary, the commanding officer will send Commander, (CGPC-adm-2) a synopsis of the respondent's performance.

12.B.5.g. Deadlines

When practical, a board shall convene early enough so Commander, (CGPC-adm-2) can receive the completed report and one copy at least 120 days before the enlistment expires. When a member entitled to a board hearing waives this right, the documents specified in ☞ Article 12.B.5.e. plus the member's signed waiver of rights in the format prescribed in ☞ Article 12.B.5.c. shall be submitted to Commander, (CGPC-adm-2) 60 days before the member's enlistment expires or as soon thereafter as practical.

12.B.5.h. Pending Notice

Members awaiting action of the Final Reviewing Authority shall be retained until Commander, (CGPC-epm-1) advises the commanding officer of the Final Reviewing Authority's action.

12.B.5.i. Coast Guard Personnel Command's Final Action

In acting on a reenlistment board's recommendation, Commander, (CGPC-c) as Final Reviewing Authority will take action similar to that provided for in the case of administrative discharge boards in ☞ Article 12.B.31.d.

12.B.6. Physical Examination Before Separation

12.B.6.a. Applicability


Before retirement, involuntary separation, or release from active duty (RELAD) into the Ready Reserve (selected drilling or IRR), every enlisted member, except those discharged or retired for physical or mental disability, shall be given a complete physical examination in accordance with the ☞ Medical Manual, COMDTINST M6000.1 (series). Other members separating from the Coast Guard; e.g., discharge or transfer to standby reserve (non-drilling) may request a medical and dental screening. The examination results shall be recorded on Standard Form 88. To allow additional time to process enlisted members being discharged for enlistment expiration or being released from active duty, the physical examination shall be given at least six months before separation from active duty. All physical examinations for separations are good for 12 months. If the member is discharged

for immediate reenlistment, the physical examination is not required. However, before discharge for immediate reenlistment, the commanding officer shall review the member's health record and require him or her to undergo a physical examination if evidence in the record or personal knowledge indicates a potential health problem.

12.B.6.b. Physically Qualified for Separation







When the physical examination is completed and the member is found physically qualified for separation, the member will be advised and required to sign a statement on the reverse side of the Chronological Record of Service, CG-4057, agreeing or disagreeing with the findings. When the member agrees he or she is physically qualified for separation, the original of Standard Form 88 shall be sent to Commander, (CGPC-adm) along with the terminated health record.

12.B.6.c. Objections to Findings

If a member objects to a finding of physically qualified for separation, the Standard Form 88 together with the member's written objections shall be sent immediately to Commander, (CGPC-epm-1) for review. If necessary the member may remain in service beyond the enlistment expiration date under  Article 12.B.11.i. authority. However, completing the CG-4057 as soon as possible after the physical should preclude the need for this enlistment extension.

12.B.6.d. Disqualifying Conditions

When the examination for separation finds disqualifying physical or mental impairments, use the following procedures:

1. If the member desires to reenlist and the physical or mental impairment is permanent, send Standard Form 88 directly to Commander, (CGPC-epm-1), with a request for waiver or such other recommendations as are indicated.
2. If the member desires to reenlist and the physical or mental impairment is temporary, the necessary treatment shall be provided and the member remains in service under  Article 12.B.11.f.
3. If the member does not desire to reenlist or is being discharged for reasons other than enlistment expiration and the physical or mental impairment is permanent, a medical board is convened under  Chapter 17 and the member remains in service under  Article 12.B.11.i.
4. If the member does not desire to reenlist or is being discharged for other than enlistment expiration and the disability is temporary, the member may consent to remain in service under  Article 12.B.11.f. so necessary treatment may be given and a medical board convened if indicated. If the member does not consent to remain in the Service, a medical board is convened under  Chapter 17 and the member remains in service under  Article 12.B.11.i.


12.B.7. Enlisted Members' Early Separation

12.B.7.a. General

Under certain circumstances enlisted members may be separated before their normal enlistment expiration date provided such early departure is in the Government's best interest. In determining the eligibility date for early separation, consideration must be given to any deductible time that changes the normal enlistment expiration date, enlistment extension, period of obligated active duty, or obligated service. Early separation under this Article does not deprive a member of any right, privilege, or benefit to which otherwise entitled, except pay, allowances, and credit for service for any unexpired period not served. The member is entitled to a travel allowance and lump sum payment for leave and does not have to pay back a pro-rated portion of any reenlistment bonus he or she previously received.


12.B.7.b. Early Separation


Commanding officers are authorized to separate members three or fewer months before the normal separation date without referring to Coast Guard Personnel Command in these circumstances. Refer other cases in which such early separation appears warranted to Commander, (CGPC-epm-1).

1. When a cutter or mobile command is about to depart with the probability it will not return to the United States before the member's enlistment or period of obligated active duty expires.
2. When a cutter or mobile command is about to depart and the travel allowance then due the member is materially less than it would be if he or she separated in the port where the cutter is expected to be on the normal separation date.
3. When a member serving outside CONUS declines to reenlist, he or she may be:
 - a. Separated on first reporting to a unit in CONUS on debarkation, or
 - b. Separated on reporting to a district office in CONUS for further assignment to duty in that district, or
 - c. Separated at the overseas duty station effective not earlier than the date of his or her scheduled rotation date when serving in other than a foreign country and if transfer to CONUS is not otherwise indicated.  Article 12.B.46.
4. When a member requests in writing a discharge so he or she can reenlist immediately, except for a member who:
 - a. Has received notice of selection for appointment to warrant or commissioned grade.
 - b. Has been selected for or is enrolled in any military service's Officer Candidate School.
 - c. Is in transit pursuant to permanent change of station orders.
 - d. Has requested or received authorization for retirement.


5. Serves outside CONUS and indicates he or she intends to reenlist immediately on board in lieu of transfer for separation. Commanding officers shall effect early separation for immediate reenlistment on or about the date the member normally would transfer for separation.

12.B.7.c. Early Separation Procedures




Use these procedures in the cases of members released early from active duty under this Article and  Article 12.B.8.

1. An active duty member with a Reserve obligation under 10 U.S.C. 651 released from active duty under this Article will receive a CG Reserve Assignment Request and Orders, CG-5525, in the 4th month before separation. The member will complete the CG-5525 and send it to the district commander (r) of the district where the member will reside after separation. If the member has a Selected Reserve obligation, he or she must request assignment to a Selected Reserve unit. The CG-5525 should be processed to reach the member's PERSRU before his or her early separation date. Commanding officers should encourage a member who does not have an obligation under 10 U.S.C. 651 to immediately enlist in the Coast Guard Reserve to continue his or her service. Commanding officers can effect such enlistments under the  **Coast Guard** Recruiting Manual, COMDTINST M1100.2 (series), Article 3-F-6.
2. A Reserve member with or without a remaining obligation will receive a Coast Guard Reserve Assignment and Orders, CG-5525, in the fourth month before separation. The member completes and sends the CG-5525 to the district commander (r) of the district where the member will reside after separation. The CG-5525 should be processed to reach the member's PERSRU before his or her early separation date. The member remains in the Ready Reserve on inactive duty until he or she completes his or her obligation or enlistment expires, if applicable.

12.B.7.d. Voluntary Separation Procedures for Members Serving on an Indefinite Reenlistment Contract

Subject to the provision of 14 U.S.C. 357, an active duty member serving on an indefinite reenlistment under  Article 1.G.6., may be separated at the discretion of Commander, (CGPC-epm). The actual separation of these members will be based on the overall needs of the Service. The provisions listed below generally apply; however, needs of the Service may impact the actual separation date.

1. An enlisted member may only submit a request for voluntary separation to Commander, (CGPC-epm), if the member:
 - a. Will have completed all obligated service requirements for promotion or advanced training before the separation date, and
 - b. Requests an effective date of separation that provides:
 - (1) Completing at least one year of duty at current duty station as of the requested separation date if assigned INCONUS.
 - (2) Completing the prescribed tour length or at least two years, whichever is less, as of the requested separation date if assigned OUTCONUS.

2. If a member, who satisfies the conditions in  Article 12.B.7.d.1., has received PCS orders, and wishes to voluntarily separate in lieu of executing orders, he or she must so advise Commander, (CGPC-epm) by message within 10 days of receiving the PCS orders and simultaneously send a request to separate on an effective date within three months of receiving PCS orders. Commander, (CGPC-epm) will consider such requests based on the overall Service needs. Commander (CGPC-epm) will not normally accept a request to cancel a voluntary separation so scheduled except to allow for disability processing, or Service need.
3. If a member's commanding officer determines that a request for separation is warranted even though it does not meet the conditions in  Article 12.B.7.d.1., the member should send the request and full supporting information pertaining to it to Commander (CGPC-epm), through the chain of command, for consideration. Such a request will be approved only in those rare instances when in the judgement of Commander, (CGPC-epm), departing from subparagraph 1's normal rules, is justified. If the request is disapproved, Commander, (CGPC-epm) will indicate when the member may resubmit a separation request. Commander, (CGPC-epm) will cancel a request approved under this paragraph only to allow for disability processing, or Service need, subject to the provisions in  Article 12.B.7.d.
4. Submit separation requests to Commander, (CGPC-epm) not more than one year or less than six months before the desired separation date. They will be acknowledged by either approval or disapproval. Include the following statements in all requests:


From: Member
To: Commander, Coast Guard Personnel Command (CGPC-epm)
Via: Commanding Officer, [Unit]


Subj: VOLUNTARY SEPARATION REQUEST

Ref: (a) Personnel Manual, COMDTINST M1000.6(series), Article 12.B.7.d.



1. I request separation on the first day of [month, year], or as soon thereafter as feasible.
2. I intend to separate to [city, state, zip code].
3. I am/am not presently on the effective headquarters advancement authorization list for advancement to the next higher paygrade.
4. I further understand that if I request to cancel this separation, Commander, (CGPC-epm) will consider this request to allow for disability processing, or Service need. If such cancellation is approved for Service need, I understand that I will be required to remain on active duty for a minimum of two years from the day of approval of my request, or until I reach my HYT PGP for my present paygrade, if less than two years.

Member's Signature

5. The request must include the zip code of the intended travel destination for cost estimating purposes only; it is not binding, nor does it affect the member's right to travel to their place of enlistment or home of record up to six months after the separation date. See  Joint Federal Travel Regulations, U5000.

6. Area, district, maintenance and logistics, and unit commanding officers will include the following comments in endorsements to all separation requests:
 - a. Specific approval or disapproval of the basic request; if disapproval, the full reason for disapproval.
 - b. Whether the member meets the requirements listed in  Article 12.B.7.d.


12.B.7.e. Scheduling Voluntary Separations

1. The decision to submit a voluntary separation letter has significant impact because the projected separation triggers transfer and advancement actions that, if reversed, cause hardship to other members. Therefore, Commander, (CGPC-epm) normally will not honor a request to cancel or delay an already approved voluntary separation date unless to allow for disability processing or a specific Service need exists, and only under these conditions:
 - a. A Service need exists; or
 - b. A member has a hardship situation similar or equivalent to those listed in  Article 12.D.2. The Service does not consider a change in civilian employment plans a hardship; or
 - c. The separation physical examination finds the member “not fit for separation” and the member does not request in writing to cancel the physical disability processing.
2. When a request to cancel a scheduled separation is based on a Service need, the member must remain on active duty for at least two years from the date the request is approved, or up to their HYT PGP for their present paygrade, if less than two years. At which time, they will be separated or retired.  Article 12.G.7.
3. Requests to cancel or delay a scheduled voluntary separation should normally be submitted at least three months before the approved separation date. Requests must clearly state the reasons for such cancellation and be submitted through the member’s chain of command.

12.B.8. Releasing Enlisted Members Early to Pursue Their Education

12.B.8.a General

1. Commanding officers may authorize release up to 30 days early for a member with a unique schooling or career opportunity he or she would lose if released on his or her normal enlistment expiration. The Coast Guard Personnel Command will not waive the 30-day limit on this authority. Members must combine all remaining earned leave and separation, the two totaling a maximum of 90 days.
2. Commanding officers should consider early releases only for those who perform effectively and honorably during their present enlistment. Therefore, the commanding officer will review the member’s performance evaluations. Marks awarded through 30 June 1983 must average at least 3.3 in proficiency and 3.9 in conduct. This requirement will not be waived. For marks awarded after 30 June


1983, the member must meet the standards for an honorable discharge as described in  Article 12.B.2.f.

3. Commanding officers should expect relief for members granted early release to arrive no earlier than if the members were released at their normal expiration of enlistment.
4. If anticipating early release, advise Commander, (CGPC-epm) by message as early as possible of member's name, rate, social security number, and anticipated release date.

12.B.8.b. Procedures

Use the procedures described in  Article 12.B.7.c. for members released early from active duty under this Article.

12.B.8.c. Recouping Reenlistment and/or Career Status Bonus

A member separating under this Article and paid a bonus for his or her current enlistment must refund a pro rata portion of the bonus in accordance with the  **U.S. Coast Guard** Pay Manual, COMDTINST, M7220.29 (series) and Personnel and Pay Procedures Manual, **HRICINST** M1000.2 (series).


12.B.9. Processing Unsatisfactory Performers

12.B.9.a. Policy

The Coast Guard can afford to retain only those members who better the organization as a whole. Occasionally members do not contribute to supporting the Coast Guard's missions. By their unsatisfactory or disruptive performance, they prevent or obstruct other Service members' responsible actions in meeting their obligations. Individuals whose performance demonstrates they cannot or will not contribute to supporting the Coast Guard's missions will be discharged under this Article's procedures, which are not a substitute for all members', especially commanding officers', professional responsibility to exercise leadership under the broadest of terms. In many cases, promptly applying proper leadership can and will turn an unsatisfactory performer into a contributing Service member. The value of positive task direction and recommendations for improving performance at any time by any member to a subordinate cannot be over-emphasized. However, in some cases all leadership avenues and disciplinary action are no longer effective and the member's association with the Coast Guard must terminate. This Article does not supersede more appropriate administrative action specified elsewhere in this Article or medical administrative procedures. Final discharge authority rests with the applicable district commander, maintenance and logistics commander, Superintendent, Coast Guard Academy, or Commandant (G-WP) for other Headquarters units.


12.B.9.b. Scope

This Article applies to all enlisted active duty members who meet the following criteria:


1. The member must not be undergoing medical treatment or physical disability processing.
2. The member must be assigned to the current unit for at least 180 days.
3. The member must not be undergoing or eligible for more appropriate processing specified elsewhere in  Chapter 12.B.

12.B.9.c. Separation Criteria

To discharge a member as an unsatisfactory performer, commanding officers must clearly show the member has been given the proper direction to improve his or her performance and adequate time to demonstrate he or she could become a productive Service member. In all cases, use the enlisted performance appraisal system in effect to identify the unsatisfactory performer for this Article's purposes. However, the unsatisfactory performance pattern, the appraisal marks described must be supported by thorough documentation, including copies of Administrative Remarks, disciplinary action, and any other attempted corrective or training action. Unsatisfactory performers generally can be identified by one or more of the following traits:

1. Through 30 June 1983, proficiency or leadership marks have averaged a maximum of 3.2 or conduct marks 3.8 for the previous 18 months. However, commanding officers may consider members who have between 12 and 18 months' service for discharge under this Article if it is unrealistic to expect any future performance will raise the deficient mark to an average higher than specified above.
2. After 30 June 1983, the member must meet the standards for an honorable discharge as described in  Article 12.B.2.f.

12.B.9.d. Procedures to Notify Unsatisfactory Performers

1. Commanding officers must notify in writing a member whose performance record (12 months preferred in most cases, but at least six months for extremely poor performers) is such that he or she may be eligible for discharge under this Article and that his or her unsatisfactory performance may result in discharge if that performance trend continues for the next six months. The official notice will be in letter form using the example below:
2. Members discharged for unsatisfactory performance are assigned **one** of the following applicable reenlistment codes.  Article 12.B.9.c. for either case.
 - a. RE-4 (not eligible to reenlist). The member's unsatisfactory performance is due primarily **due** to personal conduct.
 - b. RE-3Y (unsatisfactory performance). The member's overall performance of duty is the reason for discharge, and the commanding officer determines the member may be eligible to reenlist at later date.

From: Commanding Officer, (Unit)
To: (Individual concerned)
Subj: UNSATISFACTORY PERFORMANCE
Ref: (a) Personnel Manual, COMDTINST M1000.6 (series), Article 12.B.9.

1. This is to inform you that for the previous (number) months, your performance has been unsatisfactory compared to your peers in your pay grade. You are considered to be on performance probation. You must take stock of your actions that have caused this situation to develop and take corrective action. Your performance must improve over the next six months, or you will be considered for discharge.

2. The reasons for being placed on performance probation are: (state specific facts, incidents, unheeded corrective performance guidance, and any other documentation which supports the unsatisfactory performance evaluation(s)).

12.B.9.e. Discharge Processing

1. Notification Procedures. After the commanding officer notifies a member of unsatisfactory performance and closely observes the member (in most cases for six months), if he or she has not substantially improved his or her performance, the commanding officer will notify him or her in writing of the proposed discharge action. The official notification will be in letter form using the following example:

From: Commanding Officer, (Unit)
To: (Individual concerned)
Subj: DISCHARGE
Ref: (a) Personnel Manual, COMDTINST M1000.6 (series), Article 12.B.9.

1. This is to inform you I have initiated action to discharge you from the U.S. Coast Guard pursuant to the provisions of reference (a). Your performance marks for this enlistment support a [an] [honorable/general] discharge. The reasons for my action are: [State specific facts and incidents which caused the recommendation. Include dates and circumstances of contributory events, including (if applicable) non-judicial punishment and courts-martial; evaluate the member's potential to advance and satisfactorily complete enlistment.]

2. The decision on your discharge and the type of discharge you will receive rest with the [District Commander, Superintendent Coast Guard Academy, Maintenance and Logistics Command, or Commander, (CGPC-epm-1)]. * If you are awarded a general discharge, you may expect to encounter prejudice in civilian life.

*(Eliminate if performance marks entitle the member to an honorable discharge.)

(a) You may submit a statement on your behalf.

(b) You may disagree with my recommendation; if so, your rebuttal will be forwarded with my recommendation.

(c) You have the right to present your case and appear in person before an administrative discharge board. [Omit for members with fewer than eight years Regular or Reserve service.]

2. Acknowledgment. A member notified of a recommendation for discharge under this Article must indicate he or she understands his or her rights by completing this endorsement. The member may include a personal statement on his or her behalf in this response. The member must submit a signed acknowledgment using the following format.

FIRST ENDORSEMENT on

From: [Individual concerned]


To: Commanding Officer, [Unit]

Subj: DISCHARGE

1. I hereby acknowledge notification of my proposed discharge.
2. I [waive my right to submit/have attached] a statement in my behalf.
3. * I understand if I receive a general discharge under honorable conditions I may expect to encounter prejudice in civilian life.

*(Necessary only if Article 12.B.2.f. indicates a general discharge.)

4. **I hereby acknowledge I have been provided the opportunity to consult with [insert name], a lawyer.

** (Necessary only if  Article 12.B.2.f. indicates a general discharge.)

5. I [object/do not object] to discharge from the U.S. Coast Guard.

[Signature of individual]

3. Right to Counsel. Commanding officers shall give any individual recommended for discharge under this Article whose performance evaluations indicate the possibility of receiving a general discharge the opportunity to consult with a military lawyer for an explanation of rights before sending the discharge recommendation to the District Commander, Superintendent, Coast Guard Academy, Maintenance and Logistics Command, or Commander, (CGPC-epm-1). The member may consult a civilian counsel of choice at his or her own expense.
4. Submitting Recommendation. Submit each recommendation for discharge under this article to the District Commander, Superintendent, Coast Guard Academy, Commander, Maintenance and Logistics Command, or Commander, (CGPC-epm-1) and include:
 - a. A statement of all the circumstances of the case.
 - b. A signed copy of the notification letter.
 - c. The member's signed acknowledgment.

12.C. Retirement

12.C.1. General Information

12.C.1.a. Introduction

This Article governs retirements from active duty for reasons other than physical disability. ☞ Chapter 17 contains policies governing disability retirements.

12.C.1.b. Effective Retirement Date

Commander, (CGPC-epm) or (CGPC-opm) issues orders containing the effective retirement date, the laws governing the retirement, and travel authorization. Under 5 U.S.C. 8301, all non-disability retirements occur on the first day of a calendar month with the member usually detaching on the last day of the preceding month. If the member detaches earlier, the time between detachment and the effective retirement date is charged as annual leave.

12.C.1.c. Effective Date for Travel and Transportation Entitlements

The effective date to determine entitlement for Travel and Transportation Allowances (authorized weight of household goods, eligibility for dependents' travel, etc.) is the last day of active duty. Refer to ☞ Exhibit 4.G.1. and the Joint Federal Travel Regulations, Appendix A, for further clarification.


12.C.1.d. Leave in Connection with Retirement

1. At their discretion leave-granting authorities may grant earned or advance leave accompanying retirement orders under ☞ Chapter 7; however, the member's effective retirement date will not be delayed for the specific purpose of allowing him or her to use earned leave. Relief for the retired member normally coincides with the scheduled retirement date, not the date the member departs on leave.
2. If authorities grant leave in connection with retirement, complete the member's records before he or she departs on leave, except for the final date entries, and endorse retirement orders to show the amount of leave granted. The retirement processing station subsequently completes all documents in the Service member's official record on the effective retirement date and transmits the member's copies of these documents to him or her.


12.C.1.e. Retirement Processing Point

1. Voluntary Retirements in Other than a Foreign Country. If a member is stationed in CONUS or at a non-restricted duty station in a state, commonwealth or United States possession outside CONUS when he or she is scheduled to retire, he or she normally is not transferred to a new permanent duty station before retirement, unless such transfer is in the Coast Guard's best interest. Since the processing station normally is the member's last permanent duty station, the Government incurs no additional expense in processing the retirement. For personal




convenience under provisions of the Joint Federal Travel Regulations, Vol. 1, U5130, a member may request Commander, (CGPC-epm) or (CGPC-opm) to authorize (rather than direct) retirement processing at a shore unit convenient to his or her designated home of selection, provided:

- a. The member travels to the retirement processing station in leave status. (Proceed time is not authorized.  Article 4.G.10.)
- b. The retirement orders designate the home of selection before departure.
- c. The member understands he or she will incur no additional expense on the Government's behalf and he or she acknowledges the following statement on retirement orders:

This authorization is issued with the understanding you will not receive reimbursement for expenses in connection with it. If you do not desire to bear this expense, consider this authorization canceled.

- d. If approved, the member detaches in time to report to the processing station between 12 and 15 working days before the effective retirement date and the member's orders shall be so endorsed.
 - e. **Commanding officers and PERSRUs shall ensure all retirement related documentation processing required in accordance with the  Personnel Pay and Procedures Manual, HRSICINST M1000.2(series), is completed and signed prior to members departing their retirement processing point.**
2. Voluntary Retirement of a Member Stationed in a Foreign Country. A member who elects to retire, would be stationed in a foreign country at effective retirement date, does not intend to designate the overseas area as home of selection, and does not desire to retire at the overseas duty station shall return to CONUS for retirement processing. The member will be ordered to report for temporary duty and processing to the area or district office, as appropriate, nearest to the debarkation port as determined by Joint Federal Travel Regulations; and then proceed to his or her home of selection. The permanent change of station is from the overseas duty station to the home of selection. The Joint Federal Travel Regulations prescribe the member's, dependents', and household effects' transportation allowances from the overseas duty station to the processing point and ultimately the member's home of selection.
 3. Involuntary Retirement of a Member Stationed Outside CONUS. If a member normally would be stationed outside CONUS at involuntary retirement from active duty, does not intend to designate the overseas area as his or her home of selection, and does not desire to retire at the overseas duty station, he or she will be ordered on a permanent change of station to a CONUS area or district office, as appropriate, within either the Atlantic or Pacific Area, depending on where the member serves. He or she advises Commander, (CGPC-epm) or (CGPC-opm) of the desired district for retirement processing approximately six months before the involuntary retirement date. Retirement allowances cover his or her retirement processing station to home of selection.

12.C.1.f. Administrative Absence in Connection with Retirement

1. Under the provisions of  **Article 7.A.10.**, retiring members are eligible for **an administrative absence** not to exceed **20 days (if separated INCONUS), or 30 days (if separated OCONUS)**, to facilitate relocation. This **administrative absence** in conjunction with retirement is not an entitlement; however, it may be granted at the discretion of the member's command provided it does not adversely affect mission performance. This duty is intended for activities related to transition or relocation, e.g., job interviews, not to extend leave periods.
2. The following conditions and restrictions apply to permissive temporary duty in conjunction with retirement.
 - a. It may be authorized for consecutive days, including weekends and holidays.
 - b. It may be taken in increments, not to exceed **the totals dictated in**  **Article 12.C.1.f.1.**
 - c. Liberty or a period of combined leave and liberty is not authorized between consecutive periods of **administrative absence** in conjunction with retirement.
 - d. It may be used in conjunction with leave enroute to home, with no intent to return to the last permanent duty station, including leave enroute to a retirement processing point as defined in  Article 12.C.1.d.




12.C.2. Service Credit to Qualify for Retirement

The service below is creditable for retirement. Service creditable for retirement is not necessarily all service creditable for computing basic or retirement pay.

1. Commissioned, Chief Warrant, and Warrant Officers. Active service in the Coast Guard, Navy, Army, Air Force, or Marine Corps, or in their Reserve components, including active duty for training.
2. Enlisted Members. Active service in the Coast Guard, Army, Navy, Air Force, Marine Corps, and all active service in their various Reserve components, including active duty for training and active Federal service in the National Guard and Air National Guard.
3. Other Creditable Service for Retirement. Under certain conditions, active civilian Government service is creditable for retirement for officers appointed constructors and personnel of the former Life Saving Service, Lighthouse Service, Bureau of Marine Inspection and Navigation, and Bureau of Customs who were commissioned, appointed, or enlisted in the Regular Coast Guard.
4. Service time while attending the Coast Guard Academy is creditable only for enlisted members. Service time while attending the Coast Guard Academy may not be counted in computing, for any purpose, the length of service of an officer.

12.C.3. Pre-Retirement Physical Examination

12.C.3.a. General

A physical examination is required before a non-disability retirement. An active duty Uniformed Services medical and dental officer should perform both officers' and enlisted members' retirement physical, but contract physicians and dentists may do so. Members shall ensure they schedule physical examinations at least six months before their retirement date so defects found may be corrected before retirement. Physical examinations for retirement purposes are valid for 12 months. If the examination uncovers a **physical or mental impairment that is identified in the  Medical Manual, COMDTINST M6000.1 (series), as unfitting, the member** may be eligible for a physical disability retirement, **subject to the policies set forth in the  Physical Disability Evaluation System, COMDTINST M1850.2 (series), paragraph 2.C.** **Not all physical or mental impairments qualify a member a member for a disability retirement. Nor do all members benefit from a disability retirement. For members who joined the Uniformed Services after 25 September 1975, the tax exemption of disability retired pay is limited. See  Article 12.C.16.b.4.**

12.C.3.b. Procedure if Physical Examination Finds Member Is Unfit for Duty

1. If a physical examination pursuant to retirement discovers an impairment which **is identified as unfitting in the Medical Manual, COMDTINST M6000.1 (series), an initial medical board will be convened only if the provisions of the Physical Disability Evaluation System, COMDTINST M1850.2 (series), paragraph 2.C, are satisfied. If a medical board is initiated, the member's** commanding officer shall immediately notify Commander, (CGPC-epm) or (CGPC-opm), as appropriate, and (CGPC-adm) who may hold the member's retirement orders in abeyance, if appropriate, pending resolution of the physical disability evaluation process.
2. A member's physical disability or unfitness for continued service does not preclude him or her from normal service retirement in lieu of physical disability processing, if so desired. As soon as possible after the examination, the member shall elect in writing whether he or she desires processing for physical disability retirement or compliance with normal service retirement orders. The member's command immediately notifies Commander, (CGPC-epm) or (CGPC-opm), as appropriate, and Commander, (CGPC-adm) by message to ensure they can delay the original retirement request or orders if necessary. Previously issued retirement orders normally will not be canceled to process a member through the disability evaluation system; instead, they will be held in abeyance. If the member elects to comply with normal service retirement orders, he or she shall submit a signed statement to that effect in letter form to Commander, (CGPC-epm) or (CGPC-opm).

12.G. Enlisted High Year Tenure

12.G.1. Discussion

The High Year Tenure policy establishes limits on the amount of time an active duty enlisted member can remain at each pay grade. It is designed to increase personnel flow, compel members to advance in their rating, and allow more consistent training and advancement opportunities for the enlisted workforce. With more balanced, consistent opportunities, the Coast Guard can retain the most highly motivated members who in turn gain in experience and ensure the Coast Guard retains its leadership and professional continuity.

12.G.2. Definitions

1. Active Military Service. All active duty and active duty for training in the United States Army, Navy, Air Force, Marine Corps, and Coast Guard or any component of these services.
2. Active Coast Guard Service. All active duty and active duty for training served as a member of the United States Coast Guard.
3. Professional Growth Point (PGP). The maximum time in service for each pay grade.

12.G.3. Professional Growth Points

Grade	Professional Growth Point
E-1	Completion of enlistment contract. Cannot reenlist or extend.
E-2	Four years' active military service. Cannot reenlist or extend beyond four years' active military service.
E-3 E-4	Seven years' active Coast Guard service or 10 years' active military service, whichever gives the member a greater total of active military service. May reenlist or extend up to but not beyond seven years, one month's active Coast Guard service or 10 years, one month's active military service.
E-5	Twenty years' active military service. May reenlist or extend up to but not beyond 20 years, one month's active military service.
E-6	Twenty-two years' active military service. May reenlist or extend up to but not beyond 22 years, one month's active military service.
E-7	Twenty-six years' active military service. May reenlist or extend up to but not beyond 26 years, one month's active military service.
E-8	Twenty-eight years' active military service. May reenlist or extend up to but not beyond 28 years, one month's active military service. For rates not having authorized E-9 billets, a member advanced or above the cutoff on the E-8 advancement eligibility list may reenlist or extend up to but not beyond 30 years, one month's active military service.
E-9	Thirty years' active military service. May reenlist or extend up to but not beyond 30 years, one month's active military service. Members in pay grade E-9 who are completing or have been ordered to a standard tour in the MCPO-CG and Commandant-designated "Gold Badge" CEA billets may reenlist or extend beyond 30 years' active military service for a period not to exceed completion of a standard tour as the CEA.

12.G.4. Changing the Professional Growth Point

1. Advancement.

- a. If a member is above the cutoff on an advancement eligibility list, his or her PGP increases on the advancement eligibility list's date to the pay grade to which the member will advance, provided the member remains eligible for advancement throughout the entire Servicewide Examination (SWE) cycle. If a member is below the cutoff but advances from that advancement eligibility list before reaching his or her current PGP, the PGP increases to the pay grade to which advanced on the date of the Coast Guard Personnel Command's Advancement Authorization message.
- b. If the member's advancement was held in abeyance, the command must be cognizant of the member's PGP. If a member's advancement is held in abeyance, he or she is eligible to advance until that list expires. However, if the member's PGP occurs before the list expires, the PGP takes precedence. The member cannot go beyond the PGP even though the list has not expired.

2. Reduction. If a member is reduced in rate, the reduction in pay grade may **place** the member beyond the reduced paygrade's **HYT** PGP because the member will have more active military service than the reduced paygrade permits. In this case, **the below applies:**

a. **Members reduced by one paygrade.**

- (1) **Members in paygrade E-5 who are reduced to paygrade E-4 will be allowed to keep their E-5 HYT PGP.**
- (2) **Members in paygrade E-6 and above, who are reduced one paygrade will be allowed to keep their E-6 HYT PGP.**
- (3) **If a member is advanced to a higher paygrade, then the HYT PGP increases to the paygrade to which advanced.**

b. **Members reduced two or more paygrades. Members reduced by two or more paygrades (i.e. E-6 to E-4 will be processed as follows:**

- (1) **Members in paygrade E-6 or below, who are reduced two or more paygrades (i.e. E-6 to E-4) will be allowed to remain on active duty for a period of up to 36 months from the date of reduction or to the HYT PGP of the grade held upon completion of the 36 month period, whichever is greater.**
- (2) **Members in paygrade E-7 and above, who are reduced two or more paygrades (i.e., E-7 to E-5), will be separated using the HYT PGP of the paygrade to which reduced.**
- (3) **If a member is advanced to a higher paygrade, then the HYT PGP increases to the paygrade to which advanced.**

3. Waiver. Submit a request for waiver not later than six months before the member reaches his or her PGP. If approved, the PGP will be changed as Commander, (CGPC-epm-1) directs effective the date of approval. ☞ Article 12.G.9.

- b. Make monetary contributions to a political organization.
 - c. Attend partisan and nonpartisan political meetings or rallies as a spectator when not in uniform.
2. A member on active duty shall not:
- a. Use official authority or influence to interfere with an election, affect its course or outcome, solicit votes for a particular candidate or issue, or require or solicit political contributions from others.
 - b. Be a candidate for or hold civil office except as ☞ Article 16.C.2.c.(4) authorizes.
 - c. Participate in partisan political management, campaigns, or conventions.
 - d. Make campaign contributions to another member of the Armed Forces, or an employee of the Federal Government.
3. To assist in applying the foregoing general provisions to particular factual situations, ☞ Article 16.C.3 contains representative examples of political activities which are deemed permissible or prohibited. These guidelines do not supersede other statutory provisions or the instructions contained in the ☞ Uniform Regulations, COMDTINST M1020.6 (series).

16.C.2.b. Candidacy for Elective Office

A member on active duty may not:

- 1. Campaign as a candidate for nomination or as a nominee for civil office, except as authorized in ☞ Article 16.C.2.c.(4). When circumstances warrant, Commandant (G-WPM-1) may permit a member to file such evidence of nomination or candidacy for nomination as may be required by law. Such permission shall not authorize activity while on active duty that is otherwise prohibited.
- 2. Become a candidate for any civil office while serving an initial tour of extended active duty or a tour of extended active duty that the member agreed to perform as a condition of receiving schooling or other training wholly or partially at U.S. Government expense.

16.C.2.c. Election or Appointment to Civil Office

Except as authorized by ☞ Article 16.C.2.c.(4) or otherwise provided for by law, no member on active duty may hold or exercise the functions of civil office:

1. In the U.S. Government that:
 - a. Is an elective office.
 - b. Requires an appointment by the President by and with the advice and consent of the Senate.
 - c. Is a position on the Executive Schedule under 5 U.S.C. 5312 to 5317.
2. In the government of a State; the District of Columbia; a Territory, possession, or commonwealth of the United States; or in any political subdivision thereof.
3. A member may hold or exercise the functions of a civil office in the U.S. Government that is not described in ☞ Article 16.C.2.c.1., when assigned or detailed to such office or to perform such functions.
4. **As long as they are not serving on extended active duty (EAD)**, enlisted members and Reserve officers may hold partisan or nonpartisan civil office **if** such office is held in a private capacity and does not interfere with the performance of military duties. Additionally, enlisted members on extended active duty may seek and hold nonpartisan civil office as a notary public or member of a school board, neighborhood planning commission, or similar local agency, as long as such office is held in a private capacity and does not interfere with the performance of military duties. **Officers on active duty may seek and hold nonpartisan civil office on an independent school board that is located exclusively on a military reservation.**
5. A member elected or appointed to a prohibited civil office may request retirement and shall be retired if eligible for retirement. If such member does not request or is not eligible for retirement, the member shall be discharged or released from active duty, as determined to be appropriate by the Commandant.
6. The separation and retirement requirements of ☞ Article 16.C.2.c.(5), do not apply if the member declines to serve in the prohibited office, if the Commandant determines that the member should not be released from active duty based on the needs of the Service, or if the member is:
 - a. Obligated to fulfill an active duty Service commitment.
 - b. Serving or has been issued orders to serve afloat or in an area that is overseas, remote, a combat zone, or a hostile fire pay area.

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16.E. Civilian Employment during Off-Duty Hours

16.E.1. General

16.E.1.a. Policy

Coast Guard personnel on active duty are in 24-hour duty status, and their military duties shall at all times take precedence on their time, talents, and attention. However, subject to the conditions listed below, personnel are not prohibited from engaging in legitimate and ethical enterprise or employment during their off-duty hours. Personnel who accept off-duty employment must realize that even though they are on leave or liberty they are subject to recall and duty at any time.

16.E.1.b. Prohibited Employment

Personnel on active duty shall not engage in any civilian employment enterprise that, **in the opinion of the commanding officer, or officer-in-charge:**

1. **Detracts from unit readiness or poses a security risk of any kind.**
2. By reason of the hours or nature of the work, interferes with or is not compatible with proper and efficient performance of their military duties.
3. May reasonably be expected to bring discredit on the Service.
4. Is unethical in view of the possible exercise of influence attending the member's military position.
5. Involves conflict of interest, or the appearance of conflict of interest. Generally, this restriction precludes employment by any individual or business organization having a direct business relationship with the Coast Guard as a vendor, contractor, or subcontractor.
6. Is contrary to the provisions of any Federal, State, or local law or ordinance.



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16.J.1. General

16.J.1.a. Permission and Notification

1. This section applies to visits by Coast Guard personnel to foreign countries when on leave or other authorized absence from their commands, and while traveling under orders which require leaving the United States. Except as provided below, personnel desiring to visit foreign countries must obtain advance permission. Commanding Officers and Group Commanders may grant permission for officer and enlisted personnel on active duty to visit foreign countries on routine foreign travel and leave but must insure members meet the requirements of the  Military Personnel Security Program COMDTINST M5520.12 (series). For personnel assigned to Headquarters, **Deputy** Directors may grant approval for foreign travel to personnel assigned to their section.
2. All Coast Guard personnel traveling to foreign countries on official Coast Guard business must comply with the requirements in  Foreign Travel, Passports and Visas, COMDTINST M5000.5 (series) **and the Financial Resource Management Manual, COMDTINST M7100.3 (series).**
3. **Coast Guard retired personnel are not required to obtain permission to travel overseas.**

16.J.1.b. Intelligence Consultation

The reviewing authority may consult Commandant (G-CI) for the latest political, military, or other intelligence information that could influence his or her decision. Communication for this purpose should be by the most expeditious means.

16.J.2. When Permission Not Required

Permission is not required for unofficial visits to Puerto Rico, the Virgin Islands, Bermuda, Canada, the Bahama Islands, and Mexico. However, district commanders, particularly in those districts bordering Canada and Mexico, are authorized to establish such restrictions as may be necessary for travel to these countries. Personnel traveling in accordance with this article shall wear civilian clothing when the wearing of civilian clothing in an off-duty status is authorized.

16.J.3. Visits to Mexico

16.J.3.a. Required Documentation

Personnel visiting Mexico shall obtain passports and visas, or tourist cards when required, as follows:

1. All official visits (to the interior as well as border towns) require passports and Mexican visas and will be made only in uniform.
2. Unofficial visits to the interior require tourist cards obtained from a Mexican Consul, but not passports, and will be made only in civilian clothes.
3. Unofficial visits to border towns require only the Coast Guard identification card.


16.J.3.b. Registration with Attaché

Travel orders or leave papers for personnel going to Mexico City, officially or unofficially for a stay of 18 hours or more, shall include instructions to register at the office of the United States Naval Attaché, Mexico City, Mexico.

16.J.4. When Permission Required

16.J.4.a. Permission Process

Each member of the Coast Guard on active duty in the United States, who visits other foreign countries, shall comply with the following:

1. Permission will be obtained as prescribed in  Article 16.J.1 prior to departure from the United States. The application will include the destination, desired date of departure, period of visit, all addresses, if known, and expected date of return to the United States.
2. Each member must obtain his or her own passports and visas, if required, and comply with all other Department of State travel regulations and, when applicable, notify the activity arranging or furnishing transportation when such requirements have been satisfied. This applies to all personnel, including those proceeding abroad under official orders. The Joint Federal Travel Regulations provides information concerning reimbursement for regular fee passports for official travel of members and command sponsored dependent travel.

3. Members will not wear their uniform outside the United States on unofficial visits except while actually traveling by military transportation or at U.S. military installations in connection with such travel.

16.J.4.b. Fourteenth District and European Approval Authority

The Commander, Fourteenth Coast Guard District, and Commander, Coast Guard Activities, Europe, are authorized to grant permission to personnel attached to their commands to visit foreign countries in accordance with the regulations of the cognizant theater commander.

16.J.5. Sufficient Funds

A member traveling to foreign countries or places outside the United States must make his or her own transportation arrangements. "Space Available" accommodations for leave via the Military Airlift Command (MAC) or other Government aircraft are very difficult to obtain. It is imperative that personnel traveling "space available" via MAC have sufficient funds to defray commercial travel expenses and costs of hotel accommodations when delayed or when passage by MAC or Government aircraft is unobtainable. Each member of the Coast Guard, or Coast Guard Reserve on active duty, shall also be informed of the current Treasury Department regulations regarding exportation and importation of currency.

16.J.6. Conduct of Personnel

Personnel who visit other countries shall maintain the highest standard of conduct to reflect credit upon the U.S. Coast Guard and the United States.

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16.L. Foreign Employment

16.L.1. General

A section of the Foreign Relations Authorization Act (P.L. 95-105, enacted 17 August 1977) provides that subject to the approval of the Secretary concerned (Secretary of Transportation for the Coast Guard) and the Secretary of State, retired members of the Uniformed Services and Reserve members of the Armed Forces are granted Congressional consent to accept civil employment from a foreign government or from companies owned by a foreign government. The law repealed 10 U.S.C. 1032, which required the approval of the Secretary concerned for a Reserve member to accept civil employment from a foreign government. The requirements for approval for a Retired or Reserve member to accept foreign employment are now included as a footnote to 37 U.S.C. 908.

16.L.2. Submission of Requests

16.L.2.a. Required Information

Requests by Retired or Reserve members to accept civil employment from a foreign government, or from companies owned by a foreign government, shall include:

- 1. Your social security number (SSN) and rank at, and date of, retirement.**
2. Country.
3. Name of company and relationship of the company to the foreign government.
4. Statement as to whether foreign citizenship is a condition of employment.
- 5. Are you required to execute an oath of allegiance to a foreign government?**
6. Job title and brief description of duties.
7. Duration of employment.
- 8. Is there any reason this employment might bring discredit upon the United States?**

16.L.2.b. Approving Entities

Requests from retirees (Regular and Reserve) shall be submitted to Commandant (G-WPM); those from Reserve personnel shall be sent to Commandant (G-WTR). To prevent possible loss of retired pay or other benefits, requests should be approved before a prospective employee assumes responsibility of the office or position being considered.